



## 2025 Provincial Team Assistant Coach Job Description

### Summary:

Ontario Artistic Swimming (OAS) is seeking Assistant Coaches for the 2025 12U and Youth Provincial Teams. The Assistant Coach aids the Performance Team Head Coach and Development Team Lead Coach in completing all tasks. The Assistant 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/Development Team Lead Coach.

**Compensation:** Honorarium commensurate with qualifications and experience.

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

#### General

- Work closely with the Head Coach and when necessary, office staff.
- Attend all functions associated with the program.
- Supervise and care for athletes.
- Effectively communicate with Ontario Artistic Swimming, athletes, coaches, and families (including home club coaches as necessary).
- 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 Head Coach, assist in determining the process and criteria for the provincial team selection process.
- Participate in the 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 2025 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.

#### Athlete Preparation:

- Assist as requested by the Head Coach on training schedule planning, practice planning, routine training and revision and figure preparation (if applicable).
- In accordance with the training plan, teach fundamental skills, appropriate physical conditioning, and individual and team strategies.
- Ensure all program activities are upholding the values of the Team Ontario culture and are consistent with a positive and safe sport environment.

#### Communication:

- Effectively communicate with Ontario Artistic Swimming, athletes, and families (including home club coaches as necessary), via emails, virtual meetings, in-person meetings, and other approved means as directed by the Head Coach or office staff.

- Attend any required meetings with Ontario Artistic Swimming staff.
- Attend coach meetings and parent/athlete meetings for your team as organized by the Head Coach or office staff

**Administration:**

- Assist in all areas of administration of the team as directed by the Head Coach or office staff. This may include:
  - Preparation and/or distribution of training materials, uniforms, programs, schedules, handbooks, etc.
  - Securing, picking up, and/or dropping off training equipment
  - 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 are safe and cared for at ALL times. 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:**

- Complete any reports and self/peer evaluations as requested by the Technical Director.

**Qualifications:**

- At minimum, CAC Competition Development trained (Youth Team), or Competition Introduction Certified (12U Team). Higher than the minimum certification is an asset.
- Have all certifications and qualifications for a registered coach as per the CAS Coach Registration and Certification Policy.
- 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 passport.
- Experience with the Provincial Team or National Team program is an asset.
- Experience in planning training camps, safely traveling with teams by air, ground, etc., liaising with parents, structuring meetings, evaluating staff and communicating effectively is preferred.
- Strong administration and organizational skills.
- Be a member in good standing with the Association.
- Other credentials aligning with the Job Description are an asset.