



## 2025 Performance Team Head Coach Job Description

**Summary:** Ontario Artistic Swimming (OAS) is seeking Head Coaches for the 2025 Youth and 12U Performance 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.

**Reports to:** Technical Director

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

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

#### General:

- 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 all stakeholders.
- In conjunction with OAS staff, ensure all competition/program requirements are fulfilled including registration, entries, etc.
- 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 the provincial team selection process.
- Act as the lead for the Final Selection Camp, participating in and supervising the 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 2025 Provincial Team Selection Criteria at all times.
- Escalate parent/club concerns or questions about selection process and decisions to the Technical Director as appropriate.

#### Athlete Preparation:

- 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, 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.
- Conduct and evaluate all practices, training workshops and special activities and/or work on such items with assigned mentors/supervisors (when applicable).
- Book specialists as needed and as per budget.

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

**Qualifications:**

- CAC Competition Development certified.
- 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 an asset.
- Experience in planning training camps, safely traveling with teams by air, ground, etc., liaising with parents, structuring meetings, supervising coaches, evaluating staff and communicating effectively.
- Strong administration and organizational skills.
- Be member in good standing with the Association.
- Other credentials aligning with the Job Description are an asset.