



Schedule 'A' "Head Coach" Job Description 2019

The Boundary Bay Bluebacks are seeking a Head Coach for the 2019 Summer swim season.

The Head Coach sets the tone for the club, by using our Mission Statement as a guide. At all times the Head Coach should be in close communication with the Club President, Director of Coaching or other 'designate' as directed by the Board.

Key Responsibilities & Duties:

The Head Coach shall perform the duties described in the following sections, Pre-season and Summer swim season as well as other duties as may be required and directed by the B4 Board from time to time. The Head Coach job is a full-time job commitment from May-August and the head coach will not hold other jobs during this time; in addition, pre-season planning starts in approx February and will run through to season start in early May.

Pre-season:

- Provide the B4 executive with a copy of your NLS and NCCP Level 1 minimum;
- Present, current CPR-C;
- Attend pool "in-services" as required by Delta Parks & Recreation;
- Work with B4 executive in hiring a coaching team;
- Work with B4 executive and pool supervisor in obtaining pool time;
- Responsible for establishing swim groups, practise schedules, and assignment of coaches, in conjunction with Director of Coaching.
- Create seasonal plan and documents for coaching team and distribute
- Working with Director of Coaching, develop training plan for coaches self-development
- Attend Board meetings

Summer swim season:

- Responsible (or delegate) for all Meet entries, Scratches and Deck Entries.
- Create and format weekly (or delegate) coaches emails to be emailed out to club membership
- Responsible for Coach Education: mentor coaches on seasonal planning; expectations and evaluating coaching staff throughout the season
- Attend group practices and assist Group coaches in developing coaching skills on a daily basis
- In conjunction with Assistant Head Coach, overseeing the development of all swimmers. Ensure that each swimmer is given individual attention if a skill needs more work

- in conjunction with Assistant Head Coach, oversee swimmer evaluations and ensure they are delivered on time
- in conjunction with Assistant Head Coach, responsible for the development of relay teams with the goal of trying to build (when possible) competitive relay teams for Regionals
- receive 1 weekday “off” per week
- Attend monthly executive meetings and maintain strong communication between coaching staff and Executive throughout the season

In conjunction with the other Coaches:

- Create Training timetable for all training groups
- Hold weekly short informal meetings with coaching team to review the team’s progress
- Communicate with all training groups
- Maintain questions directed to “head coach” email address: headcoach.bluebacks@gmail.com and responds to communication from board/parents/swimmers within 24 hrs during swim season
- Review with group coach all meet entries prior to submission to ensure correct entries are done
- Conduct weekly coaches meetings
- Maintain records of all swimmers’ best times and have them available at swim meets / practices
- Attend Regional ‘Card Party’ and ensure all B4 swimmers have been entered correctly
- Add “Head Coach” write-up for weekly email
- Monitor issues or concerns with Director of Coaching and ensure issues are fully resolved
- Attend all weekend meets with the exception of one weekend off
- Ensure written evaluation of swimmers twice per season
- Working with the coaching team, do regional entries including relays
- Working with the coaching team, determine year end awards and present at Awards Night
- Ensure that there is an adequate coaching team at all swim meets;
- At swim meets have available a listing of swimmer’s meet entries and their best times;
- Work with coaches to present weekly “Swimmer of the Week” awards;
- Present awards and to give a “season in review” at the September “Awards Night”.

Please send resume and cover letter to Director of Coaching, Avery Jones at averymaejones@gmail.com

Resumes will be reviewed as received