



# Job Description

## Head Coach

**Role** Has overall responsibility for the development of swimmers.

### **Required qualifications**

Head Coach to hold Level 3 coach qualification and ideally should possess a valid NPLQ.

### **Required attributes.**

The Head coach should possess the appropriate level of technical knowledge, have an ability to motivate performers and volunteers, be able to communicate effectively and demonstrate a high level of self commitment with good time management

### **Main Duties**

- To plan and deliver coaching and water training sessions appropriate to the ability of the swimmers in conjunction with other teaching staff.
- To keep the swimmers and their parents/guardians updated with their progress.
- In conjunction with the gala administrator, to consider a competitive programme and arrange for swimmers to enter events in accordance with their ability and expectations.
- So far as practicable, to attend all galas and to advise and motivate club competitors
- Ensure that up to date records are held of swimmers' medical conditions and emergency contact numbers.
- Ensure that all persons are treated equally and that compliance to the ASA Code of Ethics is maintained at all times.
- To abide by the policies of the club, and to advise the committee of any policy which may require attention.
- Ensure that all qualifications remain valid and that a programme for Continuous Professional development is maintained.
- Be aware of and understand the facility , the Normal Operating Procedures (NOP ) and the Emergency Operating Procedures (EOP ) at all pools used.
- Liaise with the relevant officers of the club on any issues that need addressing.
- To follow and promote the ASA Child Protection policy

Signed .....		Date.....	
Chairman.....		Date.....	