



DIRECTOR OF COACHING

Role Description

The main purpose of the role is to oversee the coaching activities of the club and ensure it's smooth operation. The Director of Coaching will be the main point of contact for coaches.

Required Training

- Ideally be qualified to UKCC Level 3 (Senior Coach).
- Have undertaken ASA/ScUK Child Protection workshop.

Required Skills

- Ability to work creatively and co-operatively with others.
- Excellent communication skills.
- Ability to motivate Swimmers and Volunteers.
- Have thorough knowledge of the club's activities and it's history.
- Show the relevant level of technical knowledge.
- Good time management, ability to use time efficiently and effectively.
- Extensive knowledge of the rules/laws of the sport.
- Have a confident disposition.

The following are deemed to be essential items for a Director of Coaching to have in order to do their role:

- Use of a computer and email address to produce letters, emails, reports, and to store and record information.
- Filing system to record data relevant to the role.
- Notebooks to record information.
- Annual diary.
- Club headed stationery.
- CRB forms for completion by club staff and volunteers.
- Telephone with access to an answer phone facility.

Main Duties

- Develop and update, after consultation with the other coaches, a rolling 12-month forward training programme for all of the squads.
- Allocate water time to the squads after consultation with the club committee.

- Allocate swimmers to squads after consultation with the coaches.
- Deliver the clubs coaching programme in conjunction with the Coaching Team.
- Seek out and identify appropriate coach education courses for all coaches.
- Identify appropriate competitions for each of the squads.
- Ensure that there is adequate staff present at each of the identified competitions.
- Ensure that training schedules are prepared for all squads.
- Ensure that there is adequate staff allocated to each of the squads at every session.
- Arrange and Chair regular meetings for coaches.
- Attend to other such "general" duties associated with the post of Director of Coaching.
- Liaise with Team Managers to advise on team selection, and ensure that swimmers are adequately prepared for the event.
- Induct new coaches.
- Ensure that all Coaches are aware of and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP).
- To follow and promote the ASA Child Protection policy.

Declaration

I hereby agree to the content of this role description.

Signed by Director of Coaching:	
Signed by Committee:	