

**Appendix 3 (k)**



Affiliated Club

**JOB DESCRIPTION: HEAD COACH**

**JOB TITLE:** Head Coach

**PURPOSE:** Responsible for Level 7 swimmers and above

**ACCOUNTABLE TO:** Committee

**QUALIFICATIONS:** Essential: Swim England Level 2 Coach as minimum

**SKILLS REQUIRED:**

- Ability to motivate Swimmers and Volunteers
- Show an appropriate level of technical knowledge.
- Good time management, ability to use time efficiently and effectively.

**MAIN DUTIES**

1. Have a good understanding of the legal requirements of coaching swimming, the principles of competitive swimming and the types of training to develop swimmers.
2. Ability to plan, deliver and evaluate of a series of sessions.
3. Effective management in training and competition
4. Effective communication skills within the coaching environment
5. Motivate the swimmers to improve and reach their full potential.
6. Develop swimming strokes and skills.
7. Evaluate all swimmers progress and initiate individual development plans.
8. Oversee the training all coaching staff to comply with Swim England.
9. Ensure annual appraisals are carried out for all coaching staff.
10. Attend all appropriate competitions, if possible or allocate another coach
11. Ensure that training schedules are prepared for groups, level 7 and above.
12. Attend to other such "general" duties associated with the post of Club Coach.
13. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
14. To follow and promote the Club/ Swim England Safeguarding policy.

**Signatures:**

Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_