

**Appendix 3 (g)**



Affiliated Club

**JOB DESCRIPTION: COACH**

**JOB TITLE:** Coach

**PURPOSE:** Responsible for swimming groups level 8 and above.

**RESPONSIBLE TO:** Head Coach and Management Committee

**RECOMMENDED QUALIFICATIONS** ASA level 2 Club Coach certificate.

**SKILLS REQUIRED:**

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

**MAIN DUTIES:**

1. Consult with the Club/Junior squad coach about the main aims of the session.
2. Plan and deliver coaching sessions appropriate to the ability of the participants.
3. Make participants aware of their progress.
4. Liaise with the team manager and swimming committee to ensure that there are regular, appropriate, competitive opportunities for swimmers.
5. Ensure that you are well briefed about any special needs of the swimmers involved i.e.: fitness levels, medical conditions, physical impairments, or disabilities.
6. Abide by all policies and codes as required by the club.
7. Ensure that all coaching qualifications are renewed and updated as and when required and a commitment to continual Professional Development.
8. Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
9. To follow and promote the club/ASA Child Protection policy.

**Name of Officer:** \_\_\_\_\_

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

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