



WANDSWORTH SWIMMING CLUB

<u>JOB TITLE:</u>	Management Coach
<u>ACCOUNTABLE TO:</u>	Management Committee
<u>QUALIFICATIONS:</u>	ASA Level 3 (Club Coach) working towards Level 4 Coach National Pool Lifeguard Qualification An enhanced CRB certification will be required

SKILLS REQUIRED:

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

MAIN DUTIES

- 1) In conjunction with the committee, organise the Club's swimming-related activities including:
 - Determining the swimming programme and content at all levels by developing and updating with the assistance of the coaches a rolling 12-month forward training programme for all of the squads;
 - Monitoring the swimming programme for all squads to ensure that the agreed programme is delivered;
 - Monitoring the supervision and training of trainee coaches;
 - Determining the coaching rota;
 - Booking pool time in conjunction with the Membership Secretary;
 - Working with the Competition Secretary to submit competition entries;
 - Drawing-up team lists for competitions;
 - Convening and chairing regular coaching review meetings with coaches;
 - Maintaining squad list in conjunction with the Membership Secretary;
 - Drafting the Club's annual coaching strategy for consideration at the AGM;
 - Attending and reporting on swimming-related matters to the Management Committee and general meetings;
 - Determining the criteria for squad membership and ensure fair and regular assessments of athletes;
 - Being responsible for the correct squad placement of athletes; and
 - Attend all appropriate competitions.
- 2) Attend to other such "general" duties associated with the post of Management Coach as determined by the management Committee from time to time
- 3) Be aware and understand the Emergency Action Plan and Normal Operating Procedures for each facility used by the club
- 4) Follow and promote the ASA Child Protection policy