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SCOPE

The following outline the various tasks and responsibilities that are to be undertaken by the Head Coach of the Club. The Head Coach is expected to carry out these responsibilities; however they may delegate certain activities to other club members when support and assistance is required. The Head Coach reports directly to the Board of Directors.

DEFINITION

The Head Coach shall:

- Promote and actively participate personally, and through coaching staff, in the Windsor Aquatic Club’s (WAC) vision of excellence, and to favorably promote WAC both within and without Club activities.
- Become familiar with and abide by the Club’s By-laws, CSCTA and OSCA Code of Ethics.
- Report to the Board of Directors (the ‘Board’) through the Human Resources Chairperson on issues raised by coaching staff, swimmers and swimmers parents. To this end, and in order to keep the Board abreast of training and other issues, to attend monthly Board meetings, and there to present comments in writing, and expand upon as necessary, such matters as current issues, training and future plans.
- Establish, with participation of the coaching staff, a documented training program. The program shall be reviewed and revised annually, and presented to the Board no later than 15 days after the commencement of the new swim season, then to be followed by monthly updates and projections as contemplated by item 12. A critical analysis of program shall take place and be shared with the Board twice annually. Meet schedule for all levels to be distributed within 20 days of receipt of meet schedule from Swim Ontario.
- Coach Senior swimmers directly, including schedule of weight training, dry land training, swimming program. In addition to assure that all club training is conducted with the supervision of a member of the coaching team.
- Act as director and supervisor of all assistant coaches, whose hiring shall from time to time as needed, be recommended, to promote a common purpose among the coaching staff, and to assure the dissemination by them of all appropriate coaching materials, swim schedules, etc., to the swimmers. To require and maintain records of attendance of coaching staff and hold regular meeting with them to review training progress, and assure good and open lines of communication.
- Maintain membership in the Canadian Swimming Coaches and Teachers Association at club expense and to participate in such workshops and coaching clinics as will from time to time be made available, and coaching time permits.

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- Recommend to the Board appropriate meets for all levels, and to assist the Competition Coordinator and office manager in the arrangement of such meets.
- Recommend pool schedules and long course pool training to the Board and to arrange for same in conjunction with the office manager.
- Attend swim meets with WAC swimmers, personally, together with or by delegation to coaching staff. When deemed necessary, to act as chaperone and/or chauffeur for WAC swimmers and for that purpose to become familiar with and abide by the chaperone policies of the Board.
- Plan and recommend training camps to the Board and to present comprehensive documented proposals for same no later than August 15th for the next training year.
- Maintain swimmer and club records manually or by computer, said records to be for use of staff, but to remain the sole property of WAC. On a regular basis to provide a written submission for each publication of *Off the Blocks* produced by self and/or a member of the coaching staff.
- Assist the Promotion and Publicity Chairperson in the promotion of WAC, including the reporting of meet results in a timely fashion.
- Provide, in conjunction with the Treasurer, budget projections for staff, equipment and such other line items, as well assist in the preparation of the annual budget.
- Assist in the recruitment and screening of WAC swimmers.
- Schedule and hold regular meetings with swimmers and their parents, at least twice a year, to explain programs, swimmer progress, and answer questions and concerns. To attend on such meeting for senior swimmers personally and to assure scheduling and attendance of other coaches at similar meetings of swimmers for which they are responsible.
- Foster a concept of 'team' and to that end endeavour to attend regularly, but no less than twice a year, at all facilities being used by WAC for training, in order that all swimmers be permitted to interact with the head coach. WAC encourages in addition, any activity that will increase the interaction and contact between the head coach and all swimmers and parents in the club.
- Assist, at the request of any swimmer showing the necessary level of achievement, in the completion of applications and such other materials as may from time to time be required to pursue swim scholarships, in Canada or elsewhere.
- Represent the interest of the Windsor Aquatic Club in a professional manner, at all times, and in accordance with the bylaws of WAC and the CSCTA Code of Ethics.
- Perform any administrative or any other activity or duties as may be assigned by the Board of Directors by means of the Director of Human Resources.