

Job Title	Senior Coach	Job Group	Coaching Team
Location	Craigie Leisure Centre (WA)	Travel Required	Occasional
Level/Salary Range	Level 4 / 4A	Position Type	Part Time (21 hours / week)
HR Contract	Harry Clark	Date Posted	TBC

<b>Reports to</b>	Director of Swimming, Breakers Swim Club WA
<b>External URL</b>	
<b>Job Reference</b>	2021/ISC

<b>Applications Accepted by:</b>
<b>Email:</b> Directorofswimming@breakerswaswimclub.org
<b>Subject line:</b> Application Senior Coach Ref: 2021/ISC

<b>Hours of Work</b>
<p>Normal hours of work are currently 21 hours / week, Monday to Friday and Saturday mornings with some weekend work. The specific hours of duty are determined by, consulted with the employee and arranged by the Director of Swimming. Hours of work will be dependent on any squad review and under direction of the Director of Swimming.</p> <p>All employees are encouraged to work flexibly, by varying hours and days of work where appropriate.</p>
<b>Job Description</b>
<p>Providing strong support to the club Director of Swimming, leadership to the swimming squads and coaching service to achieve the best possible result for the local club community, West Australian State, Australian National and International level. Targeting to build strong pathways for all swimmers and coaches.</p> <p><b><u>Program Management:</u></b></p> <ul style="list-style-type: none"> <li>● Lead/assist in coaching the prescribed squads and provide an effective and structured training program to optimise athlete development in the pathway.</li> <li>● Contributing to the planning and administration of all levels of swimming at Breakers &amp; <i>WestSwim</i> (Craigie Leisure Centre), which includes: <ul style="list-style-type: none"> <li>● Ensuring squads have self-sustaining development and are suitable for target age groups.</li> <li>● Ensuring training plans are in place for all squads, including land-based activities</li> <li>● Seasonal progression of athletes</li> </ul> </li> <li>● Attend meets, training sessions, clinic and conferences</li> <li>● In conjunction with the Director of Swimming, contribute to teams' selections for competitions</li> <li>● Consult with the coaching team for advancement through the squad pathways</li> <li>● Contribute to the coordination of seasonal calendar</li> </ul> <p><b><u>Communication</u></b></p>

- Support communication activities relating to the club, which may include contribution to:
  - the weekly club notices,
  - team and squad meetings
  - individual meetings as needed
  - coaching communication
- Support the Director of Swimming with any communication to the administration staff regarding changes in schedule, new programs and promotion of swimmers between squads.

#### **Administration**

- Reply to specific enquiries regarding squad programs
- Be available to conduct assessments of new swimmers, in consultation with the Director of Swimming.
- Adhere to squad policies and procedures
- Oversee the completion of daily attendance records
- Ensure updated information is provided to the club website manager on a regular basis, in consultation of the Director of Swimming
- Required to work at swim competitions/BSC events throughout the year.
- All events will be predetermined at the start of each season (September and May)
- The senior coach will accrue swim meet hours in their contract weekly.

#### **Financial management**

- Take part in planning the annual budget
- Contribute to the completion of grant applications

#### **Policies and Procedures**

- Follow the club's constitution, rules and procedures
- Ensure ongoing coaching qualifications are up to date
- Understanding and implementation of the requirements under the Swimming Australia Safe Sport Framework

#### **Qualifications and Education Requirements**

- ASTCA Development (previously Bronze) accreditation, Advance accreditation is preferred and/or human performance qualification such as:
  - Exercise Physiologist
  - Biomechanics
  - Strength and Conditioning
  - Other.
- Previous proven experience in a coaching role up to competitive levels
- Working with Children WA
- Current National Police Clearance
- Current First Aid

#### **Preferred Skills**

- Coaches should exhibit high level of skills in the following areas:
  - Communication – at a variety of levels including swimmers, parents, committees and community organisations
  - Leadership and motivational ability within individual and team
  - Technical knowledge of swimming strokes and training for competitive and inclusive swimming
  - Seasonal to session planning to get the best performance for each swimmer
  - Group teaching ability to athletes at various age groups
  - Proven ability to work in a team environment
  - Compliance with Privacy Act requirements to protect the interests of all members
- Confidentiality in terms of protecting the club's performance & commercial interests
- Ability to cope with change and demonstrate flexibility to adapt to change
- Sound decision making and use of initiative to provide solutions
- Excellent organisational and time management skills
- Demonstrate a desire for self-development
- Conflict resolution and negotiation skills

- Strength & Conditioning and/or Fitness training certificate and/or qualification

Review By:		Date:	
Approved By:		Date:	
Last Updated By:	Harry Clark	Date:	28/09/2021

### Position Accountabilities

Key Responsibility Area	Accountabilities	Key Performance Indicators
Stakeholder Management / Relationships	<p>Ensure effective communication with key internal stakeholders of the club including coaches (both Club and <i>WestSwim</i>), swimmers, parents, Executive &amp; Committee members.</p> <p>Ensure effective communication with key external stakeholders of the club including the facility owners and operators and administration staff.</p> <p>Proactively manage, educate, mentor and build relationships with swimmers participating in all squads.</p> <p>Network at coaches conferences, dinners and workshops.</p> <p>Support the Club Leaders program as required.</p>	<p>Strong and effective communication with key stakeholders achieved</p> <p>Effective management of swimmers achieved</p>
Program Design, Development & Implementation	<p>Ensure high levels of performance by swimmers at a Local, State level, National and International Level.</p> <p>Coach squads on the scheduled basis and attend relevant competitions.</p> <p>Proactively assist with the coaching of all level squads as required. Establish and implement individual swimmer objectives for each athlete.</p> <p>Establish relationships with coaching team and squad members, to build a strong talent identification process.</p> <p>Ensure the guidelines for squad progression/ swimmer pathways are followed.</p> <p>Assist coaching school teams as required on an on-going basis.</p>	<p>Excellent results gained at Local, State level.</p> <p>Outstanding coaching provided to Age group swimmers.</p> <p>Effective squad progressions achieved.</p>
Personal Behaviour & Role Modelling	<p>Ensure strong leadership and excellent communication is provided to club members in the club environment and squad programs. Lead and promote the Club to the wider swimming and sports community.</p>	<p>Outstanding leadership of club members and squad program participants.</p>
Staff Management	<p>Ensure that leadership, direction, supervision and support is provided to all coaching staff.</p> <p>Actively participate in the monthly Coach meetings and fortnightly Senior coach meetings.</p> <p>On occasion to support Director of Swimming:</p> <ul style="list-style-type: none"> <li>• Ensure that casual coaches are used effectively to add value to the squad program and Club.</li> <li>• Ensure coaches are allocated to attend all local, junior, age &amp; open group competitions.</li> </ul>	<p>Proactive leadership and guidance provided to coaching staff.</p>

Administration - Business Planning, Financial Control, Reporting	<p>Provide input into and assist the club Director of Swimming with the review of the 'Squad Operational Plan' every 6 months (providing advice and feedback to both <i>WestSwim</i> and the Club). Assist with squad administration duties as required.</p> <p>Attend monthly Committee and/or Executive meetings as required, as requested in lieu of the club Director of Swimming.</p> <p>Liaise with Committee Members as required throughout each season.</p>	<p>Active participation in Squad Operational Plan.</p> <p>Squad administration duties completed in a timely manner.</p> <p>Attend Committee meetings as required.</p>
Public Relations & Promotion of	<p>Ensure that every opportunity is taken to promote the Club and squad program in the best light possible.</p> <p>Ensure excellent results at State and National level, to retain current swimmers and attract new swimmers to the club.</p>	Proactive building of relationship with all swimmers
Continuous Improvement	<p>Attend the ASCTA or ASCTWA Conference.</p> <p>Assist with internal clinics to promote the Club, our coaches and the sport.</p> <p>To actively develop coaching skills, technical knowledge, personal communication and leadership skills through mentoring and training.</p> <p>Display a coachable and growth mindset</p>	<p>Attendance at a minimum of one development opportunity each year.</p> <p>Be active and review self-development / growth</p>

### Key Performance Indicators Summary

The performance of the Senior Coach will be measured against

1. The KPIS listed in the table above
2. Any other agreed KPI's established during the course of employment

Position accountabilities and KPI's will be updated as part of the review process to ensure the position is aligned with the club and organisations' objective and strategic plan.

### Reporting Structure / Key Relationships

- **Reports to:** Director of Swimming, Breakers Swim Club WA
- **Key Internal Liaisons:** President, Secretary, Vice President, Team Co-ordinator, Club Development Officer, Registrar
- **Direct Reports:** Nil
- **Key External Liaisons:** WestSwim, Craigie Leisure
- **Hierarchical Structure** (per below)

