



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

NDSC – Role Descriptions for Club Poolside Roles

These role descriptions aim to give members of the club an idea as to the work that they and others (can) do as volunteers to help the club and the club swimmers. It should be read alongside the Role Descriptions for Administrative Roles.

It would be greatly appreciated if anyone interested in helping would contact any committee member to indicate his or her willingness to help the Club.

The Role Descriptions have been agreed by the Club's Management Committee and holders of posts shall be expected to sign the role description to signify their understanding of the role they perform for the Club.

Signed copies of the Role Descriptions will be held by the Hon. Secretary who shall be responsible for ensuring that all role holders sign the appropriate role description.

Current holders of the Club Roles are shown in the document 'NDSC – Who Does What?'

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Newbury District Swimming Club

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Newbury District Swimming Club

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Role Description

Role Title: Head / Chief Coach (Paid Position)

Role: Accountable to the Main Club Committee, the Head Coach is responsible for the development of all the Club's Swimmers and for the development and delivery of coaching and competitive programmes across all squads within the club. This is a paid role subject to the terms and conditions laid out in the employee contract.

Skills:

- The Club coach will hold or be working towards at least a UKCC/ASA Level 3 Coaching qualification and hold a RLSS Pool Life saving certificate.
- Be both punctual and reliable and expect/instil these qualities in the swimmers.
- Good communication and management skills with both children & adults.
- The ability to motivate, encourage and develop swimmers at all levels.

Main Duties

- The Head Coach will be responsible for the senior squads, to support and direct the Assistant Coaches in the delivery of the coaching programme to the junior squads as well as supporting the Teaching Coordinator for the teaching section of the club.
- To take responsibility for and charge of the recruitment, mentoring and continuous development of the club's coaching team. Provide annual performance management for coaches and keep adequate records for sharing with Club Committee.
- Develop and update a rolling 12-month forward training programme for all squads.
- Allocate water time to the squads after consultation with the club committee.
- To coordinate coaching cover at all training sessions, and to be point of contact when a coach is sick or unable to attend session, and arrange appropriate cover.
- Allocate swimmers to squads after consultation with the other coaches. Communicate squad changes to the Database Coordinator and Membership Secretary.
- Attend all appropriate competitions or appoint suitable designates and to compile results distribute to Database Coordinator for publication of club results.
- Ensure that all coaches are aware and understand all the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP) and Club Safety Policies
- Ensure that all coaches are made aware of any special needs of the swimmers.
- Receive and approve coaches' timesheets and submit to Treasurer for payment.
- Regularly interact with the club Committee, attending meetings when agreed and provide a progress report to the monthly Management Committee meetings.
- To follow and promote the ASA Child Protection and Club Safety policies.

Commitment

- Minimum 12 hours per week inc. attendance at Galas.

Signatures:

Hon. Secretary
Date

Head Coach
Date



Newbury District Swimming Club

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Role Description

Role Title: Senior Coach (Paid Position)

Role: Accountable to the Head Coach, the Senior Coach deputises for the Head Coach when appropriate and is responsible for the delivery of the coaching program for the squad(s) of swimmers under the Senior Coaches supervision.

Skills:

- The Senior Coach will hold or be working towards at least a UKCC/ASA Level 2 Coaching qualification and hold a RLSS Pool Life saving certificate.
- Be both punctual and reliable and expect/instil these qualities in the swimmers.
- Good communication and management skills with both children & adults.
- The ability to motivate, encourage and develop swimmers at all levels

Main Duties

- Deliver the clubs coaching programme for the agreed squads and other squads as directed by the Head Coach in cooperation with other coaches.
- Assist in production of training schedules and attendance schedules for squads.
- Attend appropriate competitions within agreed fixtures list agreed with Head Coach.
- Compile results from attended competition in the Meet Manager software and distribute to Database Coordinator for publication of club results.
- Assist Head Coach in implementing the clubs squad promotion criteria.
- Make swimmers aware of their progress.
- To take and keep a register of all swimmers attending coaching sessions.
- Work in accordance with the relevant Pool EOP and NOP procedures and the Club's Safety policies and accident/incident procedures
- Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
- Attend to other such general duties associated with the post of Coach.
- Participate in appraisal, meetings and mentoring sessions with Head Coach
- Attend Coaches Meetings; be available to speak to swimmers/parents/Management Committee members as required.
- Ensure that you can access emergency contact details for all swimmers in your group.
- Ensure that you have copies of injury report forms available at all times.
- Ensure that all qualifications are renewed and updated as and when required.
- To follow and promote the ASA Child Protection and Club Safety Policies

Commitment

- Minimum 8 hours per week inc. attendance at Galas.

Signatures:

Hon. Secretary
Date

Senior Coach
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Club Coach (Paid Position)

Role: Accountable to the Head Coach, the Club Coach is responsible for the delivery of the coaching program for the squad(s) of swimmers under the Coaches supervision.

Skills:

- The Club coach will hold or be working towards at least a UKCC/ASA Level 2 Coaching qualification and hold a RLSS Pool Life saving certificate.
- Be both punctual and reliable and expect/instil these qualities in the swimmers.
- Good communication and management skills with both children & adults.
- The ability to motivate, encourage and develop swimmers at all levels

Main Duties

- Deliver the clubs coaching programme for the agreed squads and other squads as directed by the Head Coach in cooperation with other coaches.
- Assist in production of training schedules and attendance schedules for squads.
- Attend appropriate competitions within agreed fixtures list agreed with Head Coach.
- Compile results from attended competition in the Meet Manager software and distribute to Database Coordinator for publication of club results.
- Assist Head Coach in implementing the clubs squad promotion criteria.
- Make swimmers aware of their progress.
- To take and keep a register of all swimmers attending coaching sessions.
- Work in accordance with the relevant Pool EOP and NOP procedures and the Club's Safety policies and accident/incident procedures
- Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
- Participate in appraisal, meetings and mentoring sessions with Head Coach
- Attend to other such general duties associated with the post of Coach.
- Attend Coaches Meetings; be available to speak to swimmers/parents/Management Committee members as required.
- Ensure that you can access emergency contact details for all swimmers in your group.
- Ensure that you have copies of injury report forms available at all times.
- Ensure that all qualifications are renewed and updated as and when required.
- To follow and promote the ASA Child Protection and Club Safety Policies

Commitment

- Minimum 8 hours per week inc. attendance at Galas.

Signatures:

Hon. Secretary
Date

Club Coach
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Assistant Coach (Subsidised Position)

Role: Accountable to the Head Coach, the Assistant Coach is responsible for the delivery of the coaching program for the lane or group of swimmers under the Coaches supervision.

Skills:

- The Assistant coach will hold or be working towards at least a UKCC/ASA Level 1 Coaching qualification and hold a RLSS Rescue Test for teachers saving certificate.
- Be both punctual and reliable and expect/instil these qualities in the swimmers.
- Good communication and management skills with both children & adults.
- The ability to motivate, encourage and develop swimmers
- Knowledge of the HyTek Meet Manager software (or equivalent) would be advantageous

Main Duties

- Deliver the clubs coaching programme for the agreed lanes and squad as directed by the Head Coach in cooperation with other coaches.
- Plan and deliver coaching sessions as directed by the Head Coach/Squad Coach.
- Attend appropriate competitions within agreed fixtures list agreed with Head Coach.
- Compile results from attended competition in the Meet Manager software and distribute to Database Coordinator for publication of club results.
- Assist Head Coach in implementing the clubs squad promotion criteria.
- Make swimmers aware of their progress.
- Work in accordance with the relevant Pool EOP and NOP procedures and the Club's Safety policies and accident/incident procedures
- Participate in appraisal, meetings and mentoring sessions with Head Coach
- Attend Coaches meetings; be available to speak to swimmers/parents/Management Committee members as required.
- Ensure that you are made aware of special needs of the swimmers.
- Abide by all policies and codes as required by the club.
- Ensure that you can access emergency contact details for all swimmers in your group.
- Ensure that you have copies of injury report forms available at all times.
- Ensure that all qualifications are renewed and updated as and when required.
- To follow and promote the ASA Child Protection and Club Safety Policies.

Commitment

- Minimum 6 hours per week inc. attendance at Galas.

Signatures:

Hon. Secretary
Date

Assistant Coach
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Team Manager

Role: Reporting to the Head Coach or designate: To manage a team(s) within our club at training camps and competitions - both internal and external

Skills

- Well organised and efficient
- Ability to Motivate
- Confident and effective communicator
- Understanding and impartial

Main Duties

- Advise the team of gala arrangements and selections
- Ensure that arrangements are made for the transport of teams to galas
- Ensure that the team is taken to the appropriate venue
- Ensure that swimmers report in good time for each event
- Ensure that at the end of the event all children are returned to parents or designated guardians
- Ensure that all appropriate athletes are registered to swim in the appropriate competitions/events
- Ensure that team behaviour is controlled
- Submit results to Database Coordinator and Club Press Officer
- Promote team spirit
- Ensure that both male and female supervisory cover are available to assist the Team Manager
- To have available emergency contacts for medical and other assistance or ensure that attending coach(es) have been provided with this information and safeguard it.
- To follow and promote the ASA Child Protection and Club Safety Policies.

Commitment

- Typically 4 hours per week, when relevant events are on.

Signatures:

Hon. Secretary
Date

Team Manager
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Teaching Coordinator (Paid Position)

Role: Accountable to the Club Committee, the Teaching Coordinator is responsible for the delivery of the Club's teaching program for children aiming for Club membership.

Skills

- ASA Teachers Certificate
- Minimum RLSS rescue test for teacher (a first aid certificate would be good)
- Well organised and efficient
- Ability to motivate and communicate with young swimmers

Main Duties

- To work with a group of swimmers to help them achieve the aims required, to the clubs agreed lesson plans e.g. ASA National Plan for Teaching Swimming.
- Keep an up to date register of all swimmers attending each session. Coordinate with the Club Database Coordinator and Membership Secretary ensuring that all participants are registered with the Club and ASA.
- Manage, recruit and coordinate other teachers involved in Teaching Program.
- Make a note of details of any particular need of an individual swimmer.
- Ensure that you can access emergency contact details for all swimmers in your group.
- Ensure that you have copies of injury report forms available at all times.
- Sign off Time Sheet for other Teachers and ensure they are submitted in a timely manner to the Club Treasurer.
- Ensure that all monies due are collected and that full accounting for the Teaching programme is made to the Club Treasurer or his/her designate.
- Ensure that all qualifications are renewed and updated as and when required.
- Work in accordance with the relevant Pool EOP and NOP procedures and the Club's Safety policies and accident/incident procedures
- To follow and promote the ASA Child Protection and Club Safety Policies.

Time Commitment: 4 hours per week

Signatures:

Hon. Secretary
Date

Teaching Coordinator
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Teacher ó (Paid Position)

Role: Accountable to the Teaching Coordinator, the Teacher is responsible for the delivery of the Club's teaching program for children in a specific Teaching group.

Skills

- ASA Teachers Certificate
- Minimum RLSS rescue test for teacher (a first aid certificate would be good)
- Well organised, patient and efficient
- Ability to motivate and communicate with young swimmers

MAIN DUTIES

- To work with a group of swimmers to help them achieve the aims required to meet the clubs agreed lesson plans e.g. ASA National Plan for Teaching Swimming.
- Keep an up to date register of all swimmers attending each session
- Make a note of details of any particular need of an individual swimmer.
- Ensure that you can access emergency contact details for all swimmers in your Group
- Ensure that you have copies of injury report forms available at all times.
- Ensure that all qualifications are renewed and updated as and when required.
- Work in accordance with the relevant Pool EOP and NOP procedures and the Club's Safety policies and accident/incident procedures
- To follow and promote the ASA Child Protection and Club Safety Policies.

Time Commitment: 4 hours per week

Signatures:

Hon. Secretary
Date

Teaching Coordinator
Date



Newbury District Swimming Club

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Role Description

Role Title: Squad Representatives

Role: There are squad representatives for each of the Clubs squads to build effective communication across the club. Primarily the Squad Rep is the main point of contact for swimmers and parents for a squad to pass all relevant information throughout the club. The presence of squad reps really does help with the smooth running of the club, so if you see a Squad Rep vacancy please do volunteer and make a positive difference to your club.

Skills

- Well organised and efficient
- Confident and effective communicator
- Understanding and impartial

Main Duties

- The Squad Representative will attend most sessions for the squad he/she is representing, or at least one for upper squads (A and Youth)
- The Squad Representative can, when invited, attend committee meetings but is not entitled to vote unless previously voted upon or co-opted onto the committee.
- Is the primary point of contact for parents
- Will communicate gala and other information
- Will collect any gala/meet entries and submit to Meet Manager or External Competition Secretary as appropriate.
- Will maintain contact details for all the members of the squad and inform Database Coordinator and Membership Secretary of any changes as required
- Will be aware of special needs of the swimmers in the squad i.e. any medical conditions, physical impairments and fitness levels.
- Abide by all policies and codes as required by the club.
- To follow and promote the ASA Child Protection and Club Safety Policies.

Commitment

- average 4 hours per week

Signatures:

Hon. Secretary
Date

Squad Representative
Date



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

Role Description

Role Title: Poolside Helper ó (Voluntary Position)

Role: A supervised helper assisting coaches in a non-teaching role

Skills

- To work towards a recognised Poolside Helper Qualification
- Well organised, patient and efficient
- Ability to motivate young swimmers
- Confident and effective communicator

Main Duties

- To provide assistance to and take direction from the coaches responsible for the swimming squad or lane
- Poolside helpers must be registered with the ASA and also be CRB (Criminal Records Bureau) checked.
- Work in accordance with the relevant Pool EOP and NOP procedures and the Club's Safety policies and accident/incident procedures
- To follow and promote the ASA Child Protection and Club Safety Policies.

Commitment

- typically 3 hours per week

Signatures:

Hon. Secretary
Date

Poolside Helper
Date