



### Main Responsibilities

1. To set direction and performance targets for the Club, specifically relating to the development of an effective Squad Structure, Annual Plan and SwimMark Action Plan.
2. Provide a committed and professional approach towards coaching and supporting ALL swimmers to reach their full potential. Facilitate setting individual goals, outlining appropriate training and competition plans for those swimmers qualifying/aspiring to County and Regional competitions.
3. Actively encourage members to take part in competitions and put effective processes in place to monitor and understand the reasons for changes in participation levels.
4. To construct a scientifically based annual training and competition programme based around the principles of long term athlete development. Prepare or oversee the preparation of training session plans for all squads and allocate water time to the squads accordingly.
5. Work with, support, and mentor all Coaches.
6. Ensure that the appropriate level of coaching is available for all training sessions including land training. Some of this responsibility may be delegated to other coaches where appropriate.
7. Along with other senior coaches provide a swimmer/parent education programme focussing on a variety of swimming related topics and lifestyles issues.
8. Attend all appropriate competitions (open meets, Counties, Regionals etc.) and training camps as detailed in the racing and training plan. Attend all club championships. Delegate appropriately to squad coaches and Team Managers where necessary.
9. Monitor swimmers' progress and co-ordinate swimmer transition within the squad structure (in conjunction with the other squad coaches), and relay information to relevant Committee members in a timely manner.
10. Working with the Team Manager, oversee the selection of swimmers for Club competitions (including relay events at County/Regional championships) and ensure distribution of team lists giving ample notification to members. The Head Coach assumes ultimate responsibility for team selections.
11. Perform a management role and organise regular meetings for all coaching team. In conjunction with the other Coaches, set performance targets for the entire Club as well as other areas of Club development including attending South East Network meetings.
12. Interact and consult with the Executive Committee, and attend monthly Committee meetings as required.
13. Attend to other such general duties associated with the post of Head Coach including participating in the recruitment of coaching team.
14. Follow Health & Safety Procedures and the Swim England Child Protection Policy. Be aware and understand the facility Emergency Action Plan (EAP) and Normal Operating Procedures (NOP).



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### Skills and Qualities Needed

1. UKCC Level 3 Coaching qualification or be working towards.
2. Demonstrable experience in coaching to at least County and Regional level, with personal competitive swimming background preferred.
3. Self-motivated.
4. Ability to coach, mentor and motivate others.
5. High levels of technical knowledge.
6. Reliable and able to provide cover for other coaches at short notice.
7. Time management skills.
8. Excellent communication and interpersonal skills.
9. Management skills.

This Job Description sets out the main responsibilities of the role but it should not be taken as a complete description of the role in its entirety.

### Reporting to:

Redhill & Reigate Swimming Club General Committee

### Appointed by:

Redhill & Reigate Swimming Club Executive Committee