

Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

Job Description: Coach Induction Officer

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** Responsible for ensuring that new coaches are appropriately checked, welcomed, made familiar with the processes and procedures of the Club, introduced to the training environment and, in discussion with Session Coaches, allocated a coach mentor as appropriate
- Skills Required:**
- organised
 - communication skills
 - knowledge of the coaching team and the environment
 - welcoming
- Time Commitment:** 2-4 hours on an 'as required' basis.

Key Tasks:

1. Receive enquiries from prospective coaches and supply outline information, job descriptions as appropriate
2. Pass information on to the coaching team and committee
3. Request evidence of qualifications and CPD, and request a CRB check via the Welfare Officer
4. On acceptance, supply a welcome pack and arrange for Child Protection declaration to be signed
5. Advise Treasurer of information if it is a paid post
6. If no Sports Coach UK Child Protection Workshop attended, pass details on to the Education Officer
7. Arrange for a tour of the relevant pool(s)
8. Arrange a hand-over to the mentoring coach
9. Promote Swim 21 accreditation
10. Ensure the Health and Safety of members at all times
11. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
12. Adhere to and promote the Club's rules, regulations and other policy statements
13. Undertake any other tasks appropriate to this level of responsibility

Signatures: Coach Induction Officer: Date:

Chairman:..... Date:.....