

Sevenoaks Swimming Club

Founded 1915

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

Job Description: Level 2 Team Coach

Responsible to: The Session Coach

Main Purpose: To deliver safe and effective training that meets previously agreed short- and long-term goals for the Club's swimming and/or water polo programme to specific sessions of swimmers and/or players. To act as the point of liaison between the Session Coach and his/her team of Level 1 coaches and helpers, parents and swimmers/players under his/her control. To be part of a specific team of coaches, and to have responsibility for ensuring appropriate coaching levels are maintained for swimmers/players under his/her control.

Time Commitment: As agreed by the Session Coach

Key Tasks:

1. Help identify group and individual needs for the swimmers and/or players under his/her control in discussion with his/her team's session coach
2. Prepare short- and long-term training programmes, based on previously agreed short- and long-term goals, that will meet the needs of the swimmers and/or players under his/her control
3. Plan and deliver structured training sessions as agreed by the Session Coach
4. Follow the Club's policy for the reporting of all incidents, accidents and injuries
5. Ensure all activities and opportunities are delivered professionally and effectively
6. Adhere to guidelines set down by the Amateur Swimming Association (the National Governing Body)
7. Act as a point of liaison between his/her Session Coach and Level 1 coaches and helpers under his/her control, parents, swimmers/players and other interested parties, and to discuss concerns or other issues in a free and open manner
8. Maintain a high level of awareness of swimming, water polo and associated discipline coach education and development programmes, products and services in order to respond to specific needs of individuals or groups
9. Attend regular meetings with session coaches, other team coaches, helpers and Programme Coordinator
10. Maintain a programme of personal development
11. Promote Swim 21 accreditation
12. Ensure Health and Safety regulations are adhered to, and ensure the health and safety of the sessions if in attendance as Session Coach
13. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
14. Adhere to and promote the Club's rules, regulations and other policy statements
15. Undertake any other tasks appropriate to this level of responsibility

Person Specification:

Qualification and knowledge	Essential	Desirable
Hold an ASA Level 2 swimming coaching qualification or similar	✓	
Hold a current RLSS or NARS Pool Lifeguard Qualification, RLSS Rescue National Rescue Award or similar	✓	
Hold current membership of the Institute of Swimming Coaches and Teachers or similar	✓	
Have knowledge of Long term Athlete Development and performance planning for sport		✓
Have attended a SportscoachUK approved Child Protection workshop	✓	
Have up-to-date knowledge of the Amateur Swimming Association's Child Protection Policy and Code of Ethics	✓	

Experience	Essential	Desirable
Previous recent relevant experience of delivering training schedules in the Age Group club training environment as part of a coaching team at a similar level		✓
An agreed period of time shadowing a Level 2/3 qualified member of the Club's coaching team if new to the Club	✓	
Experience that demonstrates a record of personal achievement and motivation for continuous professional development	✓	
Experience of managing and delivering high quality services that focus upon the needs of individuals as well as group needs		✓
Experience of preparing verbal and/or written reports to interested parties		✓

Skills	Essential	Desirable
Good coaching and associated organisational skills	✓	
Good communication and interpersonal skills developed through working in a similar environment		✓
The ability to motivate swimmers	✓	
The ability to act as a mentor to swimmers and Level 1 Coaches		✓
The ability to function as a team member	✓	
The ability to consistently display high personal standards and project a favourable image of the sport and of coaching – to performers, coaches, officials, spectators, the media and the general public, and to project an image of functional efficiency	✓	
Physically capable of carrying out the duties of the role		✓

Signatures: Level 2 Team Coach: Date:

Chairman: Date: