



## Head Coach/Team Manager Job Description

### General Description

The head coach/team manager for the MCSD Swim Team is a representative not only in our community, but in our LSC and the larger USA-S national body. As such, the person hired for this position must display professionalism at all times, and they must be a true leader, offering guidance to board, athletes, and parents in order to create a team that is successful in its mission. The head coach will be a role model for participants on the swim team, exemplifying integrity and the key characteristics we expect of our employees: Commitment, Respect, Responsibility, Personal Integrity and Cooperation. In addition, the head coach/team manager should be a mentor for sportsmanship and team spirit to participants on the swim team. While on duty and at swim meets, the head coach/team manager will wear appropriate coach's attire.

The MCSD head coach must possess high-level communication and public relations skills, have a thorough understanding of all four competitive strokes, can teach/coach all ages and must be willing to learn and to use Hy-Tek Team Manager software. The coach will work directly with the board in developing the swim program (planning, development and design of the year-round program for each level of swimmer, from novice to elite), will hire and train assistant coaches, and will have responsibility for the day-to-day operations of the team. The head coach will be the team's liaison to MCRPD in matters relating to pool and facility rental for everyday practices, meets, and other special events hosted by MCSD Swim Team. The head coach also will initiate meetings with coaching staff, will attend MCSD parent board meetings, and will attend Zone 3 LSC meetings or appoint a liaison to attend if they cannot attend due to a conflict.

The MCSD head coach/team manager position is a part-time (starting at 12–15 hours per week) salaried position. ASCA certification Level III is required. A willingness to improve coaching skills through certification and ongoing training will be supported by the team. The ability to work positively with all age-group athletes is required. Incentives for team growth may be discussed.

**The minimum expectations of the Head Coach/Team Manager are as follows:**

### WORKOUTS

Ensure that the coaching of swim practice is adequately covered according to the established schedule. Personally be present for a minimum average of four practices a week.

Establishes workout groups, times, and days of practice. Hires assistant coaches, with approval of the board and follows MCSD Hiring of Swim Coaches Policy.

Work with assistant coaches to design, plan and implement workouts and workout goals for all levels of swimmers. Oversee the coaching of all groups. Directly coach a minimum of one group.

Arrange for replacement coverage should he/she or any assistant coach be unable to coach due to illness, emergency or vacation. Notify swimmers if practice has to be cancelled. Head Coach/Manager can assign a swim parent with team communication needs, if desired.

Supervise behavior of swimmers while at practice, and assign adequate consequences for negative behaviors as needed.

Report to the president or board, any case of serious misconduct, especially those cases of misconduct which the coach feels should result in the suspension of a swimmer from the team.

The Head Coach/Manager or his/her duly appointed representative, shall make all reasonable efforts to remain at the pool complex after scheduled practices until all swimmers less than 13 years of age have left the pool complex or are under the supervision of an adult known to the Head Coach. The Coach shall ensure that all swim team members have exited the competition pool following practice.

## **ASSISTANT COACHES**

Recommend hiring, firing and compensation for assistant coaches to the board.

Assign assistant coaches their duties, which specific group they will coach and what meets they will be responsible to attend.

Supervise assistant coaches in the performances of their duties. Review assistant coaches with an annual review and turn in review to the board.

Handle problems, including complaints from parents, concerning swimmers and assistant coaches.

Develop continuing education programs for assistant coaches, i.e. on deck clinics, video's, travel to annual coaches' clinic, regular staff meetings.

## **SWIM MEETS**

Submit a schedule of target team meets as soon as meet dates are available each year, and communicate these dates to the swimmers and parents, via website, email, paper form.

Be responsible for acquiring meet sheets in a timely manner and distribute to assistant coaches for further knowledge and distribution to team members.

Oversee the preparation of team entries. Communicate to swimmers information regarding upcoming swim meet the week before a meet. ie, time to arrive at meet, team info, where coaches will be sitting during the meet, what the swimmer should do before and after a race, orient new swimmers.

If unable to attend a meet either Saturday or Sunday, the Coach arrange for an assistant coach to be present on that day.

In case of a swim meet conflict, the Head Coach/Manager shall determine which coach will attend the highest level of competition. Be a liaison between the Board and Zone 3 officials regarding the scheduling and planning of home meets. Be involved in long range planning for home meets in conjunction with the board.

## **SWIMMER CONDUCT**

Maintain Code of Conduct Rules regarding swimmers.

Has authority to temporarily dismiss any swimmer from the practice pool or meet at their discretion due to misconduct.

Report to the president of the board any case of serious misconduct, especially those cases of misconduct which the coach feels should result in suspension of an athlete from the team.

## **MEETINGS**

Will attend at least one board meeting per month and make a coach's report at the second open meeting of the month. Provide a written outline or report for the team's archives.

Coach will have a vote on the parent board in all matters except those pertaining to employment/salary discussions.

If requested will attend additional meetings regarding the planning of home swim meets.

Upon the request of the Board or president will attend meetings related to the further advancement of MCSD, i.e. Pacific Swimming, REAL or Zone 3. Attend monthly Zone 3 Board Meetings or attend by listening in on phone teleconference.

Attend all team social functions.

## **COMMUNICATION**

Will keep parents informed of meets, workout schedules and general information. Will give at least 24 hours notice by telephone of schedule changes such as cancelled workouts or planned early dismissal, may choose to appoint a team parent to this task.

Head Coach/Manager will be available to talk to parents before or after workouts, time to be determined at coach's discretion.

Notify parents of new swimmers when their swimmers become qualified to compete in meets.

Maintain the team's Conflict Resolution Policy for communication purposes between swimmers, parents, coaches and the board.

Be a liaison between club and pool staff in conjunction with designated board members.

Assist swimmers with college selection, letters, etc.

Facilitate MCSD Athlete Goal Setting Program with all athletes, can be initiated by the head coach and fulfilled by the assistant coaches.

Maintain attendance records daily or assign this duty to each assistant coach, and include the attendance records in monthly report to the Board.

Report monthly attendance records of MCSD Swim Team to MCRPD Aquatic Supervisor monthly, on the 1st of every month.

Contact parents of swimmers who have not attended practice for 2 weeks or more.

Facilitate parent meetings and education program when needed.

Oversee the posting and archiving of team records and best times, can designate a parent to fulfill and complete this task.

Provide input into weekly team update (MCSD "Currents"); may designate a parent or assistant coach to complete this task.

#### **FUNDRAISING**

Head Coach/Team Manager will be a member of the fundraising committee and will actively help with fundraising opportunities.

#### **WORK EXPERIENCE REQUIREMENTS**

The Head Coach/Manager must be a USA –Swimming Coach and in accordance with USA Swimming requirements, is required to maintain ASCA Level III certification.

The Head Coach/Manager will be required to sign a new contract each year annually.

#### **COACH CONDUCT**

Our Head Coach/Team Manager will exemplify the highest of personal standards both at practice and in their personal lives, in order to be a positive role model for our team and our community.