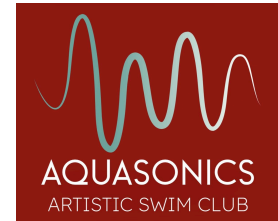


AQUASONICS ARTISTIC SWIMMING CLUB HEADCOACH ROLE AND RESPONSIBILITIES



The Aquasonics Artistic Swimming Club offers introductory and athlete development programs to elite level artistic swimming. Aquasonics trains, develops, and inspires artistic swimmers in their pursuit of excellence.

Our vision as an artistic swimming club is to create more opportunities to support athlete goals and needs. As a competitive sport organization, we foster a culture of fair play, inclusivity, fun and achievement. The ideal candidate will be an artistic swimmer, a great role model for children and eager to help grow the sport of artistic swimming.

The Headcoach will serve as Technical Director, club Headcoach, coach leader, registrar and Competitive Team Coach for the Term of this contract

TECHNICAL DIRECTOR ROLE

1. Ensure technical leadership for the Club, responsible for directing the design, implementation, and evaluation of Artistic Swimming National and Provincial sport development programs at all levels for both athletes and coaches, aligned with Canada Artistic Swimming (CAS) national strategic objectives and FINA.
2. Provide leadership and technical acumen to build capacity from the grassroots to high performance level, consistent with the goals and values of Canada Artistic Swimming.
3. Liaise with CAS who provide direction and leadership for the High-Performance System and Athlete Development Pathway.
4. Ensure all applicable technical updates are communicated to Executives, Club members and Coaches. Assist other Club coaches in making required changes in routines in accordance with Judge recommendations, FINA & CAS standards, etc.

HEAD COACH ROLE

1. Prepare and present an annual plan to the AASC Executive related to club activities which reflects the needs of athletes, adheres to diligent prudent financial management of the Club, and aligned with the policies of Canada Artistic Swimming, BC Artistic Swimming and the Aquasonics.
2. Review and assist the Club Executives with the updating the strategic plan, annual budget, fee schedule, policies and procedures.
3. Facilitate, conduct and participate in meetings with other Aquasonics coaches, parents, and athletes.
4. Report on the status of the Aquasonics activities at Executive Meetings.
5. Present appeals/grievances to the Aquasonics Executive.
6. Proactively communicate with the Executives any decisions that will affect athletes, teams and club development; any item of concern to the successful operation of the Club program; requests of leave and obtaining suitable replacements based on the needs of the athletes.
7. Provide leadership, supervision, and guidance to other Club Coaches as needed to ensure programs are implemented consistently and effectively, following Club standards and plans
8. Assist other coaches to implement their coaching certification programs
9. Provide feedback and offer advice to all Coaches on athletes' performance. Guide coaches to implement athlete and team goal setting and evaluation strategies
10. Provide media and public relations comments for publications and grants regarding the Aquasonics Swim Club as needed.

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11. Represent the Aquasonics at meetings with BC Artistic Swimming and Canada Artistic Swimming to ensure regional unity and consistency, advising coaches and the Executive of any matters of interest or concern.
12. Pool allocation plan and management. In the event of training cancellations and/or changes, communicate with the pools in a timely manner to ensure club refund, as well as communicate with families to ensure clear expectations.
13. Attend meetings as needed: Club executive meetings (up to 8 per year), Club Annual General Meeting (1 per year), Season Opening, etc.

PROGRAM MANAGEMENT

The Coach is responsible for planning and overseeing the implementation of all athlete and coach development programs for the Aquasonics. Programs include recreational programs, provincial and national stream competitive programs, summer training, training camp, and others as developed. Responsibilities:

1. Develop an annual program plan and master team schedule, in consultation with other coaches and oversee the programs throughout the year
2. Coordinate all team facility needs, including updates / requests of facility contracts and ongoing management of the contracts to ensure costs are controlled
3. Collaborate with other coaches and executives to align on assignments to the teams
4. Manage equipment required to implement the programs & communicate needs to the Executives
5. Set and communicate standards of performance and goals for athletes and coaches
6. Lead an annual evaluation of the club programs and operations with the Executive
7. Develop/update club standards and policies and communicate with coaches, athletes and families
8. Assist the Executive in organizing the athlete's participation in Club water shows and other Club events or demonstrations throughout the season.

TEAMS MANAGEMENT

1. Oversee the team selection process of athletes, in collaboration with other coaches to ensure the best placement of each athlete
2. Provide leadership and guidance to all athletes and communicate with them as individuals and team members.
3. Oversight of athlete registration and competition entry for all athletes for all competitions, ensuring accuracy
4. Collaborate with Travel Coordinator to organize all team travel arrangements, to ensure teams have the necessary transportation, accommodation, meals and supervision; team parents are clear on their responsibilities; and, costs are minimized
5. Annual planning of club wardrobe requirements for coaches and athletes and working with the wardrobe manager to ensure implementation
6. Assist coaches with problem solving of issues that may arise with individual athletes, within teams, or with parents

ATHLETE AND TEAM COACHING

1. Develop an annual plan for the team(s) you are responsible for.
2. Design and develop choreography for routines for the teams.
3. Design, implement, monitor and evaluate effective training programs for the athletes and teams to foster a positive learning environment, achieve team goals and best possible outcomes at competition. Collaborate with other coaches to implement the program.

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4. Communicate performance standards and clear expectations to team athletes.
5. Communicate changes as needed to the training schedule to the AASC Board of Directors, athletes and parents as needed.
6. Coach at all scheduled team, technical training, solo and duet practices for which you are the coach.
7. Work with athletes, coaches, and parents as needed to solve problems that may arise with individual athletes, within teams, following the Club's conflict resolution protocol, if required.
8. Prepare a max one page end of year progress report including recommendations for athlete placement in the following year.
9. Ensure that Club equipment is used in a responsible manner and safely secured at the end of each practice.
10. Wear Club branded clothing to practices and at competitions, wherever possible.
11. Parent Communication:
 - a. A Team Parent is assigned to help the coach with other duties as assigned
 - b. The Team Parent and/or club executive will support the coach in communicating schedule changes, competition requirements, results, and any issues as required, regularly through the season.
 - c. If needed, chaperone meeting or provide instructions prior to each competition
 - b. One parent meetings prior to major competitions as needed

COACH LEADER

The coach leader is responsible for providing leadership, supervision, and guidance to the Coaches as needed to ensure programs are implemented consistently and effectively, following Club standards and plans, including:

1. Oversee the implementation of all Aquasonics programs. Programs include Competitive, Recreational, AquaGo, Try Its & Masters Program
2. Schedule a time to observe and guide each of the coaches, at least two times per season.
3. Oversee the placement and advancement of recreational program athletes, collaborating with coaches and the Registrar to ensure the best placement of each athlete
4. Assist coaches with problem solving of issues that may arise with individual athletes, within teams, or with parents

REGISTRAR

Ensure prompt registration of athletes and placement in club programs, and update the athlete registration roster, as well as manage registration for competitions and invitationals.

Communicate with families and welcome them to the club. Communicate with the VP Finance for registration training fee payment confirmation and reconciliation.

QUALIFICATIONS AND EXPERIENCE:

- Motivated, reliable and enthusiastic coach
- Great role model for children and eager to help grow the sport of artistic swimming
- Minimum of 5 years of experience leading children in a program setting
- Certified or trained competitive coach
- Clean Criminal Record Check with Vulnerable Sector Check
- CAS Respect in Sport training for coaches completed prior to start date
- NCCP Making Headway in Sport completed prior to start date
- NCCP Making Ethical Decisions completed by start date
- Lifeguard / Water safety instructor certification or equivalent is an asset