



2019 Canada Games Team Assistant Coach Job Description

Summary: The Assistant Coach assists the Head Coach in completing all tasks. This includes planning, executing, participating in, and supervising all aspects of the Canada Games Team program (Training Pool Development Sessions and Team training) including at home and away portions of the program. Canada Games Team Final Selection is planned to take place in June 2018. The planned competition for the 2019 Canada Games Teams is the 2019 Canada Games (Red Deer, AB) from February 14-22, 2019. The tentative Training Period is September-February 2018 (Training Pool Development Sessions) in Toronto and July 2018-February 2019 (Canada Games Team Training). Synchro Swim Ontario is seeking one Assistant Coach candidate for the 2019 Canada Games Team.

Reports to: Canada Games Team Head Coach. Liaise with Sport Development Manager

Qualifications:

- Minimum fully certified NCCP Comp Dev/Level 3. Higher certification is an asset.
- Have a current Police Record Check, signed waiver, current/valid passport and other documents as per Synchro Swim Ontario Policies
- NLS and SFA/CPR-C is an asset
- Have a current Drivers License
- Be a mature and knowledgeable Coach
- Be a suitable ambassador of our province at both training events and while away
- Experience with a Provincial Team or National Team program is an asset
- Experience in assisting with the planning of training camps, safely traveling with teams by air, ground, etc., and communicating effectively an asset
- Strong or developing administration and organizational skills
- Be member in good standing with the Association
- Other credentials aligning with the Job Description

Job Description –Tasks include but are not limited to:

General:

- Work closely with the Head Coach and when necessary the office staff.
- Assist Head Coach to prepare and lead Canada Games Team Training Pool Development Sessions from September 2017 to February 2018 (scheduling, practice plans, liaise with SSO staff and guest experts).
- Work as requested with Head Coach, Sport Development Manager or other SSO staff on development and implementation of the 2019 Canada Games Team Selection Criteria, and planning and preparation of the selection process (including planning/organization of counts/choreography/music/training videos as required for the selection process).
- Attend and observe all Canada Games Team selection events.
- Assist as requested by the Head Coach on Canada Games Team Training from July 2018-February 2019 (training schedule plan, practice plans, routine training and revision, figure preparation).
- Attend all Team Ontario coach training or orientation sessions.
- Attend all functions prior to, during, and after the program.
- Supervise and care for athletes at ALL times – 24 hours a day while traveling or while participating in an event.
- Assist with the supervision of athletes (for conduct, safety, etc.) during travel and at all training sessions, competition(s), special events, and any other Team Ontario activity in which the team/athlete participates.
- Model the principles of fair play, professionalism, and good sportsmanship at all times.
- Maintain a professional and respectful environment at all times.
- Maintain a relationship with athletes based on mutual respect and trust.
- Act decisively and appropriately in emergency situations.

Policies & Procedures:

- Adhere to Synchro Swim Ontario Policies and Procedures (and Synchro Canada as appropriate) ensuring that all activity is in cooperation with them as well as with any Committees and the Board of Director's of the Association.

Communication:

- Effectively communicate with Synchro Swim Ontario, athletes, coaches, and families (including home club coaches as necessary), via emails, face-to-face meetings, and other approved means as directed by your Head Coach. Texting is not an accepted method of communicating with Staff, Athletes, or Parents for official Provincial Team communications.
- Attend any required meetings with Synchro Swim Ontario staff
- Attend coach meetings as organized by the Head Coach
- Attend and participate in all parent/athlete meetings

Administration:

- Assist in all areas of administration of your team as directed by the Head Coach. This may include:
 - Preparation and/or distribution of training materials, uniforms, programs, schedules, handbooks,
 - Securing, picking up, and/or dropping off equipment, etc...
 - Working with Synchro Swim Ontario staff
 - Working on items related to travel and accommodation
 - Arranging for specialists or guests and their remuneration
 - Assisting in the planning of a watershow, athlete event, or other like activity

Travel:

- Travel with the team to and from their destination (both ways) as designated by Team Ontario who will coordinate travel for the 2019 Canada Games.
- Ensure that the athletes and coaching team are safe and cared for at ALL times. There are no chaperones at any point in the program. When traveling you are responsible for the athletes 24 hours a day. When dismissing athletes back to their parents, consider a sign-out system.
- Assist in communication and document management for your team
- Assist in researching and educating the team regarding all on-site transportation in advance of the Canada Games. This includes the safe transport of your athletes to and from the hotel, to and from the pool, and to and from restaurants and other Games sites.
- The team will travel as directed by Team Ontario.
- Be at the airport as directed by Team Ontario.
- KNOW YOUR AIRPORT! Coaches must be acquainted with the airports they are utilizing in advance. Print maps and plan routes, restaurants and bathroom stops in advance. Ensure a safety plan is in place.

Coaching:

- In conjunction with the coaching plan, teach fundamental skills, appropriate physical conditioning, individual and team strategies and value the rich tradition of the sport.
- Honor the sport as well as the letter of the sport's rules.

Evaluation:

- Complete required reports which will include the Canada Games Team Assistant Coach Report in specified time limits and as per your program design.

Selection:

- May assist with the selection of team routine, duet & soloist selection, and in-house alternate selection as per Synchro Swim Ontario Selection Criteria as posted and approved. The Head Coach implements these policies.

Other:

- Other duties as assigned or needed.