

Haines Dolphins Swim Team

PO Box 1367

Haines, Alaska 99827

Title: Head Coach

Reports To: Haines Dolphin Swim Team Board of Directors

Scope: Lead the Haines Dolphins Swim Team.

Guiding philosophy: To provide the opportunity for all swim team members to enjoy the benefits of training and competing in the sport of swimming in a positive and healthy environment.

DUTIES AND RESPONSIBILITIES:

General:

- Know and follow the rules and regulations stated in the club's bylaws and handbook, and the pertinent regulations and best practices of Alaska Swimming and USA Swimming.
- Ensure the team follows the rules and safety procedures of the pool. Maintain communication and cooperation with the pool manager and staff.
- Recruit, train, and manage assistant coaching staff in conjunction with the board of directors (hereafter "board").
- Coach at all practices, meets, time trials, and special swimmer events. Participate in all member and board meetings and other official functions unless excused by the board.
- Keep the club's practice equipment in good repair and organization. Order new or replacement equipment as needed via the proper procurement procedures.
- Promote and participate in the spring fundraising swim event and other club fundraising and member recruitment activities.
- Maintain a positive image in behavior and appearance at all times while representing the club or in the public eye.
- Perform other relevant duties as assigned by the board, such as contributing to other administrative tasks and fundraising plans.

Club Management and operation:

- Develop HDST's program with attention to the following club goals: train swimmers for competition, instill values in swimmers of a strong work ethic, self discipline, sportsmanship, teamwork, promote good health habits, and convey a long-term perspective on life and the sport of swimming.
- Develop the club's seasonal swim meet & event schedule in coordination with the board.

HDST Head Coach Job Description

- Plan, schedule, and lead practices utilizing available assistant coaches and volunteers.
- Maintain accurate and up-to-date swimmer attendance records, and ensure that assistant coaches maintain timely and accurate timesheets.
- Encourage swimmers to participate in swim meets, and help them to choose appropriate events. Use Meet Manager or GoMotion software to collect meet entries from swimmers, transmit team entries to the meet host, and receive team results from the meet host.
- Use Meet Manager or GoMotion program to build one home meet and time trials as needed. Invite visiting teams to the home meet, receive their meet entry files, and distribute results to the visiting teams.
- Supervise swimmers during out-of-town travel in conjunction with parents and designated chaperones, and in accordance with HDST and USA Swimming policies.
- Handle disciplinary actions in a timely, equitable, and effective manner.

Communication:

- Initiate and maintain effective communication and interactions with athletes, parents, board members, other coaches, borough officials, donors, the media and related groups. Respond to emails and phone messages in a timely manner.
- Attend HDST board meetings and report on the team's progress, challenges, etc., and make recommendations for improvements.
- Help maintain the team's website.

Training/Safety:

- Direct coaching staff to remain current in required USA Swimming registrations, background checks, Athlete Protection certifications, coaching certifications, and other training as needed. Maintain membership in American Swimming Coaches Association (head coach only).
- Hold monthly meetings with Assistant Coaches.
- Provide the coaching staff with effective training, stroke, and competition techniques and procedures.
- Attend necessary LSC, coaches, and related meetings.