



# **Cayman Islands Amateur Swimming Association**

## **Representative Team Coaches**

### **Terms of Reference and Job Description**

#### **Head Coach**

Notwithstanding the scope of his or her responsibility, the Head Coach(es) should maintain constant communication with staff, particularly the Assistant Coach(es), the Technical Director, the Team Manager and the Assistant Team Manager. The Head Coach(es) and the Assistant Coach(es) deal primarily with the "wet" side of the trip, including all arrangements that contribute to maximum performance. The Technical Director is generally responsible for overseeing the "wet" side as well. The Technical Director, the Team Manager and the Assistant Team Manager are generally responsible for the "dry" side: hotels, meals, travel and finances. The Technical Director is the ultimate authority for any Representative Team (the **Team**).

The Head Coach(es) and the Assistant Coach(es) must ensure the welfare of the entire Team and strive for its maximum performance as well as be aware of all logistical arrangements prior to departure. This will stem from being in constant communication between the Head Coach(es), the Assistant Coach(es), the Technical Director, the Team Manager and the Assistant Team Manager.

#### **Head Coach - Duties**

The Technical Director may assume, in his or her own discretion, some or all of these responsibilities when accompanying the Team before, during or after the trip on an as needed basis. The following list is intended to be a guideline as other duties may be assigned by the Technical Director, the Team Manager and/or the Assistant Team Manager before, during or after the trip.

- Communicate with the Team and Staff in accordance with any applicable guidelines.
- Understand and become familiar with the competition, its logistics and rules.
- Work with the Technical Director and other Coaches in preparing for the trip including workout schedules, special circumstances or concerns for any athletes, leadership abilities and additional information as indicated.
- Get to know all Swimmers on the Team and show an interest in all Swimmers by making the trip a positive and impactful experience for all.
- Assist the Technical Director with entries prior to the trip and double check everything before submission.
- Attend regular meetings with the Assistant Coach(es), the Technical Director, the Team Manager and/or the Assistant Team Manager before, during and after the trip and the competition.
- Discuss coaching responsibilities, philosophy and codes of conduct with the Team and Staff.
- Meet with the Team to identify the goals of the Team, confirm training schedules and appraise the Team of its performance.



- Confirm available times at the competition pool for training sessions.
- Discuss transportation with the Assistant Coach(es), the Technical Director, the Team Manager and/or the Assistant Team Manager.
- Conduct Team meetings as appropriate and as requested by the Technical Director.
- Attend technical meetings and any other applicable meetings of the competition with the Assistant Coach(es), the Technical Director, the Team Manager and/or the Assistant Team Manager as requested by the Technical Director.
- Attend interviews and media opportunities as requested by the Technical Director, the Team Manager and/or the Assistant Team Manager.
- Interact with coaches from other teams.
- Coach the Swimmers at training sessions and during the competition.
- Be constructive with the Swimmers in terms of guidance and feedback on races both before and after and minimise any last minute changes to training schedules, routines etc. before and during the competition.
- Assist with moving baggage, training equipment and other gear.
- Assist the Assistant Coach(es), the Technical Director, the Team Manager and/or the Assistant Team Manager with preparing for the Team's return home.
- Assist the Technical Director with preparing the after action report to the Board of Directors.

### **Assistant Coach - Duties**

The role of an Assistant Coach is to support the Head Coach(es) by carrying out duties as assigned and to offer support to the Technical Director, the Team Manager and/or the Assistant Team Manager.

### **General**

The priorities of all Coaches of any Team are the Swimmers, their safety, performance and enjoyment.

All Coaches of any Team are required to attend all meetings, practices and events unless excused by the Technical Director. All Coaches are expected to adhere to the Representative Team Protocols as well as the rules, guidelines, discipline and sanctions set out in the governing CIASA Representative Swim Team Agreement in the same way that our Swimmers are expected to do.

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### **Representative Team Coaches**

### **Code of Conduct**

1. Coaches at all times shall conduct themselves in a manner befitting a CIOC and CIASA representative, and must observe the CIOC and CIASA Code of Conduct. When away on a CIOC or CIASA competition, the team is held to a higher standard than when away representing their club.
2. Coaches shall conduct themselves at all times in a manner that is safe, responsible, considerate of others and which will reflect positively on the team, including:
  - a. obeying all laws including those pertaining to traffic, parking, speed, seat belts, etc.
  - b. ensuring cell phone turned on so can be reached in case of an emergency or a change in schedule.
  - c. shall not take any medications or controlled substances (including alcohol) that may interfere with their ability to safely supervise the swimmers. Coaches shall not smoke in the presence of swimmers.
  - d. Within the Coach's control, athletes should never be put in illegal or dangerous situations.
  - e. Coaches are not to leave the meet or hotel for personal reasons unless the Team Manager, Technical Director and Assistant Manager/Chaperone have been informed. Before leaving make sure duties are covered.
3. Coaches must familiarise themselves with CIASA's Representative Team Agreement which will have been signed by all team athletes. It is the responsibility of the Coach to enforce this Agreement while on tour with the athletes, and to immediately report any possible and/or actual infractions as outlined below.
4. Minor infractions should be reported to the RTC Chairman, the Technical Director and the CIOC Chef de Mission. In consultation, when appropriate, the CIOC Chef de Mission, Technical Director and Team Manager together will decide whether any disciplinary measures will be taken against the athlete as a result of the minor infraction.
5. In the event of a major infraction, the CIOC Chef de Mission, Technical Director and RTC Chairman will be contacted. The Chef de Mission, Technical Director, Head Coach, Team Manager and RTC Chairman will determine what immediate actions must be taken, including decisions to remove the athlete, contact the athlete's parents, etc. If a major infraction involves another staff member, the Team Manager, Technical Director and RTC Chairman will determine whether the conduct warrants removal of the staff member from the activity.
6. Minor Infractions are single incidents of misconduct which breach the Code of Conduct but generally do not result in harm to others.



7. Major Infractions are instances of misconduct which violate the Code of Conduct and which result, or have the potential to result, in harm to the offender or other persons, to CIASA or to the sport of swimming.

8. All infractions, both minor and major, will be documented by the Team Manager and Technical Director, a full report of which will be included in the post-meet report to the RTC Chairman.

I, \_\_\_\_\_, understand the importance of representing CIASA in an appropriate manner, and my role in the safety of the athletes. I confirm that I have no outstanding convictions recorded against my name and I hereby agree to adhere to the above Code of Conduct, while serving in my role as Coach.

_____	_____	_____
Coach	Signature	Date
_____	_____	_____
CIASA President (or Secretary)	Signature	Date