

Head Swim Coach Responsibilities

Program Management

- Responsible for all levels of swimming in the BAS program.
- Design or oversee training plans for all training groups.
- Have prompt attendance at all scheduled workouts and swim meets.
- Set workout schedules, workout groups, and criteria for advancement from group to group
- Plan each season's meet and travel schedule consistent with the needs of the team, individual training groups, and athletes.
- Assign necessary staff for all scheduled swim meets and practices.
- Head Coach will have substitutes or other staffing solutions to replace ill or absent coaches.
- In case of swim meet conflict the Head Coach shall attend the highest level of competition.
- Determine all individual and relay events for athletes at swim meets; or review those selected by assistant coaching staff.
- Set BAS performance goals and reports said goals to the BAS Board of Directors at its September and April meetings.
- Facilitate individual age appropriate goal setting processes with all swimmers.
- Has authority to dismiss any swimmer (at least temporarily).
- Establishes an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship, and responsibility.
- Upon approval of the Board of Directors, the Head Coach has authority to implement and run clinics, and other program as needed.
- Provide at least one start/turn/finish clinic annually.
- Facilitate progress toward USA Swimming Club Recognition and Club Excellence Goals.

Talent Management

- Recruit and retain the coaching staff within budget determined by the Board of Directors. Individual coaching salaries will require Board of Directors approval.
- Plan and direct staff meetings at least once per month.
- Provide annual staff development goals, and set training calendar to ensure progression by all

coaching staff.

- Take responsibility for ensuring appropriate placement of staff within club programs and for educating, supervising, and mentoring all staff members.
- Ensure healthy coach/athlete relationships.
- Provide formal written performance appraisals for staff on annual basis that highlight both individual strengths and development opportunities; provide copies to Board of Directors.
- Have authority to dismiss staff with pay pending with majority approval of the Board of Directors.
- All assistant coaches report directly to the Head Coach.

Communication

- Provide monthly written reports to the Board of Directors.
- Maintain healthy professional relationships with the Board of Directors marked by timely and appropriate written, spoken, and electronic communication.
- Maintains scheduled hours and makes himself available to the BAS membership for individual meetings as requested.
- Contact and update Board President regularly regarding programs.
- Attend all BAS general membership and Board of Director meetings excluding closed sessions as dictated by the Board of Directors.
- Communicate regularly and appropriately with general membership via monthly newsletter, team and training group meetings, email, and individual meetings or conferences as needed.

Administration

- Administer and enforce team policies and procedures with general membership and coaching staff.
- Support and facilitate annual Strategic Planning process and review.
- The Head Coach is a permanent member of the Nominating Committee of the Board of Directors
- Be a contributing presence within the LSC marked by regular attendance at meetings

Financial Stewardship

- Head Coach takes part in planning the budget (budget approved by the Board of Directors).
 1. Provide detail to the Board of Directors for labor requirements and training schedules for the coaching staff for the upcoming swim year.

2. Communicate capital expenditure needs
 3. Provide information to Board of Directors regarding travel and associated expense needs consistent with the selected meet schedule for the upcoming swim year.
- Regular management of current year budget.
 1. Maintain staffing levels consistent with agreed upon budget with Board of Directors
 2. Provide timely reimbursement receipts associated with travel, lodging, and professional expenses incurred on behalf of the organization

Facilities Management

- Coordinates daily, monthly, and seasonal use pools and workout areas.
- Set daily practice sessions that maximize pool resources and swimmer development.
- Advises Board of Directors regarding long term growth and facility needs.

Education And Experience Requirements

- Current with all Local Swimming Committee (LSC) and USA Swimming Requirements. ASCA Level 2 Certified.