



## POSITION DESCRIPTION

POSITION	Assistant Coach
LOCATION	AquaGym Swim Club, Christchurch, New Zealand
REPORTING TO	AquaGym Swim Club Head Coach
ISSUE DATE	February 2010

### AquaGym Swim Club

AquaGym Swim Club provides a competitive training programme for swimmers who have graduated from Learn to Swim and Junior Development programmes, and who are ready to focus on a competition programme.

### Vision

AquaGym Swim Club - the most successful Swim Club in New Zealand with swimmers receiving an excellent base development leading to national and international success

### Values

The 5 key values that define AquaGym Swim Club are:

**WINNING ATTITUDE** – Long term success from regional to international level

**COMMITMENT** – Achieving personal success, be the best you can be, enjoying the journey

**RESPECT** – Family friendly, sportsmanship, recognition

**TEAM WORK** – Being a strong cohesive team, supporting each other

**LEADERSHIP** - Produce more leaders, not more followers

### Purpose of the Position

The Assistant Coach will work with the Head Coach to provide professional, effective and safe coaching of club members, ensuring that the Club's objectives are attained:

- o Membership growth
- o Competitive success
- o Enjoyment and a "Team Ethic" amongst club swimmers
- o Financial stability

### Key Tasks

1. The effective coaching of club swimmers, as directed by the Head Coach, that ensures the efficient use of the Assistant Coaches' time, knowledge and skills. Training squads will be set by the Head Coach and reviewed from time to time with input from the Assistant Coach
2. Provision of a dry land programme for club swimmers as directed by the Head Coach
3. Effectively communicate with swimmers and parents / caregivers.
4. Assist the Head Coach in maintaining true and correct training and attendance records.
5. Attend Swim Meets as and when required by the Head Coach

6. Maintain, follow and uphold the Club's Discipline Procedures, ensuring acceptable behaviour of all club swimmers, both at training and meets
7. Hazards and accidents are reported promptly.
8. Pool policies and procedures have been communicated and understood by swimmers that will ensure their well being
9. First aid administered in accordance with certificate training and ensures the continued well being of the swimmers.
10. Carry out other duties as and when required by the Head Coach

### **Working Relationships**

#### Internal:

AquaGym Swim Club Board  
AquaGym Swim Club Head Coach  
Parents  
Volunteers  
Swimmers

#### External

Canterbury West Coast Swimming Association  
Swimming New Zealand  
Pro Aqua Services  
Pool Owners / Operators  
Christchurch Schools  
Swim Clubs

### **Technical and Professional Competence**

- Assistant Coach Award qualification
- A First Aid Certificate or the ability to undertake training to achieve this qualification
- Excellent customer service skills
- Ability to work in a team environment
- Strong Communication and organizational skills
- Interest and ability to work with children and young people
- Ability to work with swimmers preparing for SNZ Juniors and Div 2 competition

Self-management skills

### **Attributes and Success Factors**

- Influence
- Relationship Management
- Communication
- Problem Solving

### **Other Requirements**

- must be willing to work irregular hours and weekends

