



## 2011 Canada Games Team Assistant Coach

**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 both at home and abroad.

**Reports To:** 2011 Canada Games Team Head Coach

### Qualifications:

- Be fully certified NCCP Level 3 (or equivalent in the new NCCP system) or higher as per the Canada Games criterion (Ed. 2), which indicates that "These coaches must be so certified not later than 90 days before the opening of the Games (ie by November 13, 2010)."
- Have a current Police Record Check, signed waiver, and other documents as per Synchro Ontario Policies
- Be a mature and knowledgeable Coach
- Be a suitable ambassador of our province at both training events and at the Canada Games
- Experience with the Provincial Team, Canada Games, or National Team program preferred
- Strong administration and organizational skills preferred
- Be member in good standing with the Association
- Other credentials aligning with the Job Description

### Job Description – Tasks include but are not limited to:

- Work closely with the Head Coach, and as necessary, the office staff.
- 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 at an event.
- Model the principles of fair play, professionalism, and good sportsmanship at all times.
- Adhere to the Canada Games and Synchro Ontario Policies and Procedures (and Synchro Canada as appropriate) ensuring that all activity is in cooperation with the them as well as with any Committees and the Board of Director's of the Association.
- In consultation with Head Coach, develop, submit and complete personal development assignments
- Submit to Synchro Ontario copies of all documents that will assist us in creating a handbook for future Canada Games Coaches.
- Ensure that all documentation is prepared and submitted for your designated team.
- Pick-up/deliver/administer/distribute items for the team (e.g. uniforms, printing, sound systems, etc.)
- Provide input for the final selection of the competing athletes for the team based on the Synchro Swim Ontario Standardized Selection Criteria as approved by the Board of Directors.
- Assist in the administrative process where facility/speaker/consultant bookings and transportation are concerned, as per the direction of the Head Coach.
- Assist in the planning, conducting and evaluation of practices, training workshops and special activities, while at all times, providing athletes with superior physical and mental training appropriate to their ability.
- In conjunction with the coaching plan, teach fundamental skills, appropriate physical conditioning, individual and team strategies, and honourable competition.
- 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.
- Travel with the team to and from their destination (both ways).
- 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.
- Complete and submit evaluations within specified time limits.
- Other duties as assigned.