



2012 Junior Provincial Team Job Posting

Synchro Swim Ontario is now accepting coach applications for the **2012 Junior Provincial Team**, which consists of the positions of **HEAD COACH and ASSISTANT COACH**

Minimum (full) qualifications (or equivalent) and **intended** program:

Team	Head Coach	Assistant Coach	Anticipated Program	Anticipated Timing
Junior Team	Level 3	Level 2	Local pre-competition training camp and competition at the 2012 US Open July 10-14 in Henderson, Nevada*	Estimated 50 hours June – July 8**

* Pending Synchro Canada approval

**Training schedule to be established with the coaches – anticipated start is early to mid June

The Head Coaches and Assistant Coaches must:

- Be fully certified NCCP or equivalent in the new NCCP system, at the minimum qualification as stated above
- Have a current Police Record Check, passport, and other signed documents as per Synchro Ontario Policies
- Be member in good standing with the Association
- Be a mature, knowledgeable, and experienced Coach
- A suitable ambassador of our province at both training events and at competition
- Other credentials as per the Job Descriptions

Application Process

Application due date: Sunday, February 19, 2012 at midnight

Interview date: Interview dates and times either in-person or via conference call shall be organized by the High Performance Selection and Hiring Committee. All interviews and the determination of successful candidates are at the discretion of the High Performance Hiring Committee.

Applications include: **Resume** – ensure that in addition to typical resume items, your resume also reflects your coaching experiences, your coach profile, and a copy of current certifications.
Cover letter –clearly indicate the position for which you are applying; what you would bring to the position; your strengths/weaknesses; and your coaching goals.

Applications will be accepted via email ONLY and they MUST only be sent to the following email address:

provincialteam@synchroontario.com



2012 Provincial Team Head Coach (Camp/International Competition) Job Description

Summary: The Head Coach plans, executes, participates in, and supervises all aspects of her Provincial Team including at home and away portions of the program.

Reports to: Sport Development Manager & Executive Director

Qualifications:

- Minimum fully certified NCCP Level 3 (or equivalent in the new NCCP system), Level 4 or higher certification an asset.
- Have a current Police Record Check, signed waiver, current/valid passport and other documents as per Synchro Ontario Policies
- Be a mature, knowledgeable, and experienced Coach
- Be a suitable ambassador of our province at both training events and while away
- Experience with the Provincial Team or National Team program an asset
- Experience in planning training camps, safely traveling with teams by air, ground, etc., dealing with parents, structuring meetings, supervising coaches, evaluating staff, communicating effectively, etc. preferred
- Strong administration and organizational skills
- Be member in good standing with the Association
- Other credentials aligning with the Job Description

Job Description –Tasks include but are not limited to:

General:

- 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 participating in an event.
- Teach, mentor, educate, delegate to, supervise, and evaluate the Assistant Coach.
- Model the principles of fair play, professionalism, and good sportsmanship at all times.

Policies & Procedures:

- Adhere to Synchro Ontario Policies and Procedures (and Synchro Canada as appropriate) ensuring that all activity is in cooperation with them as well as with any Committees and the Board of Director's of the Association.

Communication:

- Effectively communicate with Synchro Swim Ontario, athletes, coaches, and families (including home club coaches as necessary), via emails, face-to-face meetings, and other approved means. For meetings that you run, agendas and minutes, or summaries are to be sent to the Synchro Ontario office.
 - Coach Meetings:
 - Meet with Synchro Swim Ontario staff for planning
 - Coach Meetings - Hold meeting(s) with your team's leadership/coaches
 - Parent/athlete - Hold at least two parent/athlete meetings prior to travel:
 - Meeting #1 – first day of practice (1 hr) in which the following should occur if it has not already happened:
 - Distribution of uniforms (staff contact will organize)
 - Additional uniform items discussion (facilitated within the team)
 - Present competition information
 - Distribute and walk through Parent Handbook (sample handbooks are available from the office)
 - Review selection processes
 - Announce deadlines
 - Distribute travel policies
 - Review practice schedules
 - Meeting #2 should address announcements, final plans and any other items or concerns
 - Hold an athlete/parent information meeting at Provincial Team Trials if schedule allows.

Administration:

- Prepare all training materials for your team. Connect with coach of selected team routine, get counts and DVD with “coloured cap” routine, etc. and distribute to athletes/club coaches as appropriate and as early as possible.
- Determine effective distribution of bathing suits and uniforms, which will be ordered by the Synchro Ontario staff
- Prepare programs including schedules, practices, agendas, coaching/training, travel, equipment needs, uniforms, Handbook etc., securing and monitoring all equipment, which can include metronomes, cameras, sound system, etc. Coaches pick up, sign out, drop off and are responsible for all equipment they sign out.
- Determine competition bathing suit needs and ensure all suits are ready for athletes. You can use parent volunteers to assist in this function.
- Ensure effective administration of the program – this includes working with Synchro Ontario staff, and/or Assistant Coach, and or Advisor* on hotel, facility and or travel needs and bookings within budgetary guidelines
- Ensure all competition/program requirements are fulfilled including registration, entries, etc. by working with Synchro Ontario staff as needed.
- Ensure that gifts are purchased and/or picked up from the office as per the budget and the Synchro Ontario guidelines.
- Prepare rooming lists to Synchro Ontario in advance of room bookings whenever possible and, if not in advance, provide the list directly to the hotel after Synchro Ontario has blocked the rooms. Ensure any hotel concerns are addressed in advance of booking. International events typically advise and/or place you in a hotel of their choice. In the case of an international camp, you may deal with the Camp Coordinator rather than the hotel itself. Copy the Synchro Ontario staff on all communications.
- Pending schedule, provide an opportunity for parents to see the routines prior to travel. The design of such a program is at the discretion of the Head Coach. This may be done in partnership with other teams or on your own. There is no budget for this event.
- Book specialists as needed and as per budget.
- Submit cheque requisition forms to Sport Development Manager at the office. Remember there is a minimum two-week turnaround time for processing cheques.
- Organize and submit any approved expenses (as per contract) with receipts and the Synchro Ontario e-expense form to the Sport Development Manager. Receipts are required for reimbursement.
- Synchro Ontario will book a block of pool time for you at the pool where your Ontario training camp will take place. Those participating in a competition training camp will be able to adjust pool time to suit their needs directly with the pool and/or book time at other sites providing the budget and program outline is followed. Camp training programs will be booked by Synchro Ontario and hours are not adjusted without consultation with the office.

Travel:

- Travel with the team to and from their destination (both ways).
- Ensure that the athletes and coaching team are safe and cared for at ALL times. There are no chaperones at any point in the program. When traveling you are responsible for the athletes 24 hours a day. When dismissing athletes back to their parents, consider a sign-out system, particularly for younger children.
- Ensure all travel needs are covered, communicated to parents, and in place in plenty of time. This includes amount of money athletes need to take, how money will be handled on your team while away; general information, passports, health documents, shots, athlete release forms, notary forms, etc. Additionally consider any other monies needed and management of the money for sightseeing, movies, etc. Remember that Synchro Ontario does not fund or get involved in the planning of events outside of the competition.
- Research and arrange for all on-site transportation in advance of the trip. This includes the safe transport of your athletes to and from the hotel, to and from the pool, and to and from restaurants and other sites.
- The office will work with the agent to secure flights; however, the coach needs to discuss travel needs with the staff prior to blocking of flights, including preferred travel days and times.
- Be at the airport at LEAST three hours prior to your flight. Flying with a team of minors is a time consuming task and if additional items have to be completed (such as overweight bags, paying for baggage, security lineups, etc.) you must have additional time.
- **KNOW YOUR AIRPORT!** Coaches must be acquainted with the airports they are utilizing in advance. Print maps and plan routes, restaurants and bathroom stops in advance. Ensure a safety plan is in place.

Coaching:

- Teach fundamental skills, appropriate physical conditioning, individual and team strategies and value the rich tradition of the sport.
- Honor the sport as well as the letter of the sport's rules.
- Conduct and evaluate all practices, training workshops and special activities and/or work on such items with assigned mentors/supervisors (when applicable).

Evaluation:

- Complete required reports which include Provincial Program Report, Synchro Canada Competition Report, Synchro Canada Gift Report, and Coach Performance Appraisals in specified time limits and as per your program design.

Selection:

- May assist with the selection of the Assistant Coach
- Selection of team routine, duet & soloist selection, and in-house alternate selection as per Synchro Ontario Selection Criteria as approved by the High Performance Selection and Hiring Committee. The Head Coach implements these policies. Unresolved parent or club concerns will be forwarded to the High Performance Selection and Hiring Committee for review and resolution (which includes the determination of whether Criteria was properly followed). This includes prior to and during the training and competition parts of the program. It is essential that the prescribed process is followed and if there are questions that they are asked prior to decision making. Clarification questions on criteria should be forwarded to the Sport Development Manager who will send it on to the Selection and Hiring Committee.

Other:

- Other duties as assigned or needed.



2012 Provincial Team Assistant Coach – Job Description (Camp/International Competition)

Summary: The Assistant Coach assists the Head Coach in completing all tasks. This includes planning, executing, participating in, and supervising all aspects of the Team both at home and abroad.

Reports To: Provincial Team Head Coach

Qualifications:

- Minimum fully certified NCCP Level 2 (or equivalent in the new NCCP system), Level 3 or higher certification an asset.
- Have a current Police Record Check, signed waiver, valid/current passport, 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 competitions
- Strong or developing administration and organizational skills
- Be member in good standing with the Association
- Other credentials aligning with the Job Description

Job Description –Tasks include but are not limited to:

General:

- Work closely with the Head Coach and when 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 participating in an event.
- 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.
- Model the principles of fair play, professionalism, and good sportsmanship at all times.
- 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.

Policies & Procedures:

- Adhere to Synchro Ontario Policies and Procedures (and Synchro Canada as appropriate) ensuring that all activity is in cooperation with them as well as with any Committees and the Board of Director's of the Association.

Communication:

- Effectively communicate with Synchro Swim Ontario, athletes, and families (including home club coaches as necessary), via emails, face-to-face meetings, and other approved means as directed by your Head Coach.
- Attend any required meetings with Synchro Swim Ontario staff
- Attend coach meetings for your team as organized by the Head Coach
- Attend and participate in parent/athlete meetings (minimum of two)
- Attend parent meeting at Provincial Team Trials if held

Administration:

- Assist in all areas of administration of your team as directed by the Head Coach. This may include:
 - Preparation and/or distribution of training materials, uniforms, programs, schedules, handbooks,
 - Securing, picking up, and/or dropping off equipment, gifts, etc...
 - Working with Synchro Ontario staff
 - Working on items related to travel and accommodation
 - Arranging for specialists or guests and their remuneration
 - Assisting in the planning of a watershow, athlete event, or other like activity

Travel:

- Travel with the team to and from their destination (both ways).
- Ensure that the athletes and coaching team are safe and cared for at ALL times. There are no chaperones at any point in the program. When traveling you are responsible for the athletes 24 hours a day. When dismissing athletes back to their parents, consider a sign-out system, particularly for younger children.
- Assist in communication and document management for your team.
- Assist in the arranging of on-site transportation in advance of the trip.
- Be at the airport at LEAST three hours prior to your flight. Flying with a team of minors is a time consuming task and if additional items have to be completed (such as overweight bags, paying for baggage, security lineups, etc.). You must have additional time.
- KNOW YOUR AIRPORT! Coaches must be acquainted with the airports they are utilizing in advance. Print maps and plan routes, restaurants and bathroom stops in advance. Ensure a safety plan is in place.

Coaching:

- In conjunction with the coaching plan, teach fundamental skills, appropriate physical conditioning, individual and team strategies and value the rich tradition of the sport.
- Honor the sport as well as the letter of the sport's rules.

Reports and Evaluation:

- In consultation with Head Coach, develop, submit and complete any personal development assignments
- Complete required reports which include Provincial Program Report and Head Coach Evaluation
- Submit a copy of all documents, handbook, etc. to Synchro Ontario for future use.

Selection:

- May participate in the selection of the team routine, duet & soloist, and in-house alternates as per Synchro Ontario Selection Criteria as approved by the High Performance Selection and Hiring Committee. The Head Coach implements these policies.

Other:

- Other duties as assigned or needed.