



2018 Provincial Team Apprentice Coach Job Description (Camp/Competition)

Summary: The **Apprentice Coach** assists the Head Coach & Assistant Coach in completing all tasks. This includes planning, executing, participating in, and supervising all aspects of the Team both at home and abroad. The Apprentice Coach position is a development opportunity to learn from some of the top coaches in Ontario – Apprentice Coaches participate in all aspects of Team Selection & Pre-Competition Training, however Apprentices do not travel with the team to the competition (if applicable). This is an unpaid volunteer position and development opportunity.

Reports To: Provincial Team Head Coach, Executive Director (or designate); Liaise with Sport Development Manager.

Qualifications:

- Minimum Comp Intro **Trained** (Comp Dev Trained is an asset)
- Have a current Police Record Check, signed waiver, and other documents as per Synchro Swim Ontario Policies
- NLS and SFA/CPR-C is an asset
- **Minimum age for Apprentice Coaches is 16 years**
- Be a mature and knowledgeable Coach
- Be a suitable ambassador of our province at training events
- 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 & Assistant Coach and when necessary, and the office staff.
- Attend all functions prior to, during, and after the program.
- Work as requested with Head Coach, Assistant Coach, and Sport Development Manger on implementation of approved Selection Criteria, and planning and preparation of Phase 3 of the selection process. Assist with additional phases of the selection process as required.
- Assist as requested by the Head Coach/Assistant Coach on training schedule planning, practice planning, routine training and revision and figure preparation.
- Supervise and care for athletes at ALL times – 24 hours a day while traveling or while participating in an event (if applicable).
- 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 Swim 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/Assistant Coach or SSO staff.
- Attend any required meetings with Synchro Swim Ontario staff
- Attend coach meetings for your team as organized by the Head Coach/Assistant Coach or office staff.
- 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/Assistant Coach or office staff. 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 Swim 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:

- For 2018, Apprentice Coaches will participate in Team Selection & Pre-Competition Training Camp, and will attend the 2018 SYNC Competition (to be held in Toronto).

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 and/or office staff, 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 Swim Ontario for future use.

Selection:

- May participate in the selection of the team routine, duet & soloist, and in-house alternates as per Synchro Swim Ontario Selection Criteria as approved and posted.

Other:

- Other duties as assigned or needed.