

Job Description

Junior Coach - Tawa Swimming Club

Tawa Swimming Club, established in 1971, is currently home to over 200 swimmers. The Club is run by a parent Committee, which employs a full-time Head Coach to oversee competitive swimming programmes. A number of other coaches support the Club. In addition to squad swimming programmes, the Club has non competitive swimming programmes available to children who can swim 50m.

Tawa Swimming Club seeks the involvement of people who are passionate about fostering an environment in which children enjoy swimming, and who are willing to help all children to reach their full potential.

Role Description

From day-to-day you will:

- Run training sessions 3 times per week for a junior competitive swimming squad of up to 24 children, generally aged between 9 and 13 years old. Times are Tuesday, Wednesday and Friday 6.30pm to 7.30pm;
- Maintain positive relationships and communication with children and parents, other Tawa Swimming Club coaches, Pool staff and the Committee, focused on childrens' enjoyment of swimming, their continued participation and improvement in their swimming skills;
- Exhibit a solid understanding of Swimming NZ's Code of Conduct and operate in accordance with these principles;
- Encourage involvement in swimming sports including Time Trials, Gold Coast Zone meets, Novice meets, and Club Championships;
- Build team spirit;
- Attend and coach during some swimming events outside normal training hours on a case-by-case basis;
- Assist the Head Coach and/or Assistant Coach in the selection of junior participants for such events as Gold Coast relays, Metroleague and Junior Camp;
- Assist in selecting children to take into your squad, and, in consultation with the Head Coach, other coaches and according to Club guidelines, assist in selections for higher level squads;
- Nominate Merit Award recipients for your squad for prizegiving, attend prizegiving and provide simple administrative support to Committee/Head Coach as required (up to date lists of swimmers, and monitoring attendance patterns at training etc).

There may be opportunity to:

- Coach on Junior Camp;
- Assess swimmers seeking to enter the Club;
- Take up other hours instructing non-competitive swimmers, or relieving for other coaches;

- Assist with the development of volunteer coaches.

To be successful, you will:

- Have a demonstrated enthusiasm for swimming
- Relate well to children, particularly between ages 9-13 approx.
- Have a solid understanding of competitive swimming technique
- Have a solid understanding of the SNZ Code of Conduct
- Be flexible
- Be reliable
- Be an able and assertive communicator
- Be an able planner
- Be able to attend and support swimmers at some swim meets and/or Junior Camps or similar events
- Be willing to undergo NZ Police vetting.

Functional relationships

- Children
- Parents
- Head Coach and other Coaches, paid and volunteer
- Committee
- Pool staff
- Members of other clubs
- Swimming Wellington staff

Having regard for the reputation of Tawa Swimming Club, you will be expected at all times to be professional in your appearance and manner.

This position works in close cooperation with the Head Coach, but reports to the President, Tawa Swimming Club.

19 July 2016

Annex A: Code of Conduct, Coach responsibilities

Annex A SNZ Code of Conduct

In addition a Teacher / Coach will:

- Agree to abide by the Code of Conduct.
- Respect the rights, dignity and worth of every individual athlete as a human being.
- Treat everyone equally regardless of gender, disability, ethnic origin or religion.
- Respect the talent, developmental stage and goals of each athlete in order to help each athlete reach their full potential.
- Not participate (or benefit from assisting others involved) in sports betting or gambling activity associated with swimming events and/or swimming results in which they are participating or have been directly involved in.
- Maintain high standards of integrity.
- Operate within the rules of your sport and in the spirit of fair play, while encouraging your athletes to do the same.
- Abide by the Sports Anti-Doping Rules and advocate a sporting environment free of drugs and other performance enhancing substances within the guidelines of the Drug Free Sport New Zealand.
- Do not disclose any confidential information relating to their athletes without written prior consent.

Be a positive role model for your sport and athletes and act in a way that projects a positive image of coaching

- All athletes are deserving of attention and opportunities.
- Ensure the athlete's time spent with you is a positive experience.
- Be fair, considerate and honest with athletes.
- Encourage and promote a healthy lifestyle – refrain from smoking and drinking alcohol around athletes.

Professional responsibilities

- Display high standards in your language, manner, punctuality, preparation and presentation.
- Display control, courtesy, respect, honesty, dignity and professionalism to all involved within the sphere of sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your athletes to demonstrate the same qualities.
- Be professional and accept responsibility for your actions.
- You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
- Accurately represent personal coaching qualifications, experience, competence and affiliations.
- Refrain from criticism of other coaches.

Make a commitment to providing a quality service to your athletes

- Seek continual improvement through ongoing coach education, and other personal and professional development opportunities.
- Provide athletes with planned and structured training programmes appropriate to their needs and goals.

- Seek advice and assistance from professionals when additional expertise is required.
- Maintain appropriate records. Provide a safe environment for training and competition
- Adopt appropriate risk management strategies to ensure that the training and/or competition environment is safe.
- Ensure equipment and facilities meet safety standards.
- Ensure equipment, rules, training and the environment are appropriate for the age, physical and emotional maturity, experience and ability of the athletes.
- Show concern and caution toward sick and injured athletes.
- Allow further participation in training and competition only when appropriate.
- Encourage athletes to seek medical advice when required.
- Provide a modified training program where appropriate.
- Maintain the same interest and support toward sick and injured athletes. Protect your athletes from any form of personal abuse
- Refrain from any form of verbal, physical and emotional abuse towards your athletes.
- Refrain from any form of sexual and racial harassment, racial vilification and harassment on the grounds of disability.
- Any physical contact with athletes should be appropriate to the situation and necessary for the athlete's skill development.
- Be alert to any forms of abuse directed towards athletes from other sources while in their care.