

Job Description

Job title: Swimming Development Officer

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1. To produce an increasing number of swimmers at National, Regional and County level within the BAGCAT ages.
2. Coach swimmers towards reaching their own individual potential.
3. To manage the club's learn to swim programme - Swim Channel.
4. Attend competitions as directed by the Chief Coach.
5. Assist the Chief Coach with a structured teacher/coach education programme and provide support to teachers/coaches within all areas of the club.
6. Increase level of recruitment into the club.
7. Improve communication and education within the club.
8. Follow Health and Safety procedures - for swimmers and yourself.
9. To follow and promote the ASA Child Protection policy.
10. Abide by all club policies.

Main Duties

- a. Run the Swim Channel programme based around the National Teaching Plan. Produce schemes of work, manage the team of teachers and when necessary, directly become involved in the teaching of sessions. Act in an advisory capacity/mentor to other teachers.
- b. To act as the Head Coach of the Pre-Development and Development Squad. Attend and coach all squad training sessions, plan the annual training and competition programme (in consultation with the Chief Coach), write session plans, work alongside the existing squad coaches, increase land-training for the squad (range and amount). Focus on the principles of LTAD to deliver a training programme that works towards the 200m IM and Frs.
- c. Co-ordinate the Junior and Senior Squads through working with the squad coaches, writing session plans and planning the annual training and competition programme. To directly become involved with coaching sessions, when needed.
- d. Assist the Chief Coach with coaching other squads when needed. This may be during periods of absence from the Chief Coach/ Squad Coaches or to work alongside them during specific training sessions when needed.
- e. Improve communication/education of swimmers, teachers, coaches, lane helpers, parents and other significant people from within the club specifically for Swim Channel and development Squad.
- f. Plan and run training camps for development Squad/BAGCAT swimmers in the club. This will include the Easter Course, a Christmas Training Camp, Isle of Wight camp and a possible overseas camp. There will be

occasions when you will be required to work on Bank Holidays. In these cases you will be allocated a day-off in lieu.

- g. Work closely with the key officers/volunteers to increase the level of recruitment into the club of swimmers, teachers/coaches and volunteers. Assist with the induction of lane helpers/teachers/coaches.
- h. To seek out and identify appropriate courses for teachers, coaches and volunteers and to select candidates for these courses.
- i. To work with the Chief Coach and Swim21 Co-ordinator on developing and implementing the clubs' 5 year plan and Swim21 Action plan, accreditation and annual re-accreditation.
- j. Control of swimmer movements between groups, in discussion with squad coaches and teachers (and Chief Coach where appropriate).
- k. Attend to other such "general" duties associated with the post of Swimming Development Officer, or as requested by the Chief Coach.
- l. Monitor swimmers' progress through meetings and checking of Log Books and assist them with goal setting. Feedback to the swimmers/parents so they are aware of their progress and what is needed/expected to progress to higher levels in the club/sport.
- m. Regular working hours:

Monday: 19:00 - 21 :00	2 hours
Tuesday: 05:30 - 07:00	1 ½ hours
Wednesday: 16:00 - 18:00 & 19:00 - 20:30	3 ½ hours
Thursday: Day Off	
Friday: 19:00 - 22:00	3 hours
Saturday: 11:30 - 13:00	1 ½ hours
Sunday: 17:30-21:00	3 ½ hours

Remaining hours per week are flexible up to a total of 40 hours per 6 day week.

Attend a weekly meeting with Chief Coach.

Attend a monthly Swimming meeting (1st Tuesday of each month).

Attend executive committee meetings as and when required (3rd Tuesday of each month).

- n. Competition Requirements

Winter League

Summer League

Novice Trophy Gala

Novice Progress Gala

Club Championships

End of Season Meet

Wiltshire County BAGCA T Championships

South West Regional BAG CAT Championships

Open Meets aimed at Development Squad and similar ability level swimmers

Possibly - Speedo League, Southern Junior League, National Age Group.

Reporting to:

Chief Coach

Appointed by:

The Swindon Dolphin Executive Committee.