

# Cheltenham Swimming & Water Polo Club



**JOB TITLE:** Coach - S.K. Cooper (Swim)

**RESPONSIBLE TO:** Technical Committee

## SKILLS REQUIRED:

- Ability to motivate swimmers.
- Communicate effectively.
- Have appropriate level of knowledge and qualification.
- Ability to work with & aid development of Assistant Coach(es)

## MAIN DUTIES

- 1) Provide support to Assistant Coach(es)
- 2) Plan, organise & control the delivery of coaching sessions
- 3) Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
- 4) Make swimmers aware of their progress.
- 5) Abide by and promote all club policies.
- 6) Be aware of injury reporting procedures.
- 7) Be prepared to update qualifications as and when necessary
- 8) To follow and promote the ASA Child Protection policy
- 9) Provide progress and performance results as required by the Technical Committee

Signatures: ~~Assistant~~ Coach.....

Date:

3/9/11

Discipline.....

Swimming

Chairperson: .....

Date: .....

August 2011

Review August 2013

# Cheltenham Swimming & Water Polo Club



Brian Armstrong

**JOB TITLE:** Assistant Coach

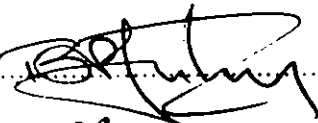
**RESPONSIBLE TO:** Technical Committee

**SKILLS REQUIRED:**

- Ability to motivate swimmers.
- Communicate effectively.
- Have appropriate level of knowledge and qualification.

**MAIN DUTIES**

- 1) Provide support to discipline coach
- 2) Assist a coach in the delivery of coaching sessions
- 3) Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
- 4) Make swimmers aware of their progress.
- 5) Abide by and promote all club policies.
- 6) Be aware of injury reporting procedures.
- 7) Be prepared to update qualifications as and when necessary
- 8) To follow and promote the ASA Child Protection policy

Signatures: Assistant Coach  ..... Date: 05/09/11  
Discipline: Swimming .....

Chairperson: ..... Date: .....

# Cheltenham Swimming & Water Polo Club



**JOB TITLE:** Coach

- Jacky Glead

**RESPONSIBLE TO:** Technical Committee

## SKILLS REQUIRED:

- Ability to motivate swimmers.
- Communicate effectively.
- Have appropriate level of knowledge and qualification.
- Ability to work with & aid development of Assistant Coach(es)

## MAIN DUTIES

- 1) Provide support to Assistant Coach(es)
- 2) Plan, organise & control the delivery of coaching sessions
- 3) Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
- 4) Make swimmers aware of their progress.
- 5) Abide by and promote all club policies.
- 6) Be aware of injury reporting procedures.
- 7) Be prepared to update qualifications as and when necessary
- 8) To follow and promote the ASA Child Protection policy
- 9) Provide progress and performance results as required by the Technical Committee

Signatures: Assistant Coach..... J. Glead ..... Date: 6.9.2011  
Discipline..... Swimming .....

Chairperson: ..... Date: .....

# Cheltenham Swimming & Water Polo Club



**JOB TITLE:** Assistant Coach

SANDRA PAINTER

**RESPONSIBLE TO:** Technical Committee

**SKILLS REQUIRED:**

- Ability to motivate swimmers.
- Communicate effectively.
- Have appropriate level of knowledge and qualification.

**MAIN DUTIES**

- 1) Provide support to discipline coach
- 2) Assist a coach in the delivery of coaching sessions
- 3) Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
- 4) Make swimmers aware of their progress.
- 5) Abide by and promote all club policies.
- 6) Be aware of injury reporting procedures.
- 7) Be prepared to update qualifications as and when necessary
- 8) To follow and promote the ASA Child Protection policy

Signatures: Assistant Coach.....

S. Painter

Date:.....

5/8/11

Discipline.....

Chairperson: .....

Date:.....

# Cheltenham Swimming & Water Polo Club



**JOB TITLE:** Team Manager (Swimming) *S. Paul*

**RESPONSIBLE TO:** Discipline Technical Committee (swimming)

## SKILLS REQUIRED:

- Well Organised
- Ability to motivate
- Communication Skills
- Knowledge of sport & Laws
- Risk assessment awareness skills

## MAIN DUTIES

1. Select a team in consultation with the appropriate club personnel i.e. Club Coach
2. Advise the team of gala arrangements and that arrangements are made for the transport of teams to galas.
3. Ensure that arrangements are made for the transport of teams to galas.
4. Ensure that the team is taken to the appropriate venue.
5. To be responsible for the risk assessment of visiting venue's.
6. Ensure that swimmers report in good time for each event.
7. Ensure that emergency contact details of travelling persons are retained in club room (or equivalent) on day of event.
8. Ensure that all appropriate swimmers are registered to swim in the appropriate competitions.
9. Ensure that team behaviour is controlled.
10. Submit results to press and notice boards.
11. Ensure that team Captains fulfil their duties.
12. Promote team spirit.
13. Act as delegate to competitive meetings.
14. To follow and promote the ASA Child Protection policy

## Signatures:

Team Manager (Swimming) *S Paul* Date: *5/9/11*

Chairperson: ..... Date: .....

# Cheltenham Swimming & Water Polo Club



**JOB TITLE:** Coach

JEANETTE HALLAM

**RESPONSIBLE TO:** Technical Committee

## SKILLS REQUIRED:

- Ability to motivate swimmers.
- Communicate effectively.
- Have appropriate level of knowledge and qualification.
- Ability to work with & aid development of Assistant Coach(es)

## MAIN DUTIES

- 1) Provide support to Assistant Coach(es)
- 2) Plan, organise & control the delivery of coaching sessions
- 3) Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
- 4) Make swimmers aware of their progress.
- 5) Abide by and promote all club policies.
- 6) Be aware of injury reporting procedures.
- 7) Be prepared to update qualifications as and when necessary
- 8) To follow and promote the ASA Child Protection policy
- 9) Provide progress and performance results as required by the Technical Committee

Signatures: Assistant Coach.....

*J Hallam*

Date:

6/9/11.

Discipline.....

Swimming

Chairperson: .....

Date:.....

# Cheltenham Swimming & Water Polo Club



**JOB TITLE:** Assistant Coach

NICKE ANDREWS

**RESPONSIBLE TO:** Technical Committee

**SKILLS REQUIRED:**

- Ability to motivate swimmers.
- Communicate effectively.
- Have appropriate level of knowledge and qualification.

**MAIN DUTIES**

- 1) Provide support to discipline coach
- 2) Assist a coach in the delivery of coaching sessions
- 3) Ensure that you are made aware of special needs of the swimmers i.e. any medical conditions, physical impairments and fitness levels.
- 4) Make swimmers aware of their progress.
- 5) Abide by and promote all club policies.
- 6) Be aware of injury reporting procedures.
- 7) Be prepared to update qualifications as and when necessary
- 8) To follow and promote the ASA Child Protection policy

Signatures: Assistant Coach

Date:

5/9/11

Discipline.....

Chairperson: .....

Date:.....

# Cheltenham Swimming & Water Polo Club



**JOB TITLE:** Team Manager (Swimming) *RICHARD DAVIES*

**RESPONSIBLE TO:** Discipline Technical Committee (swimming)

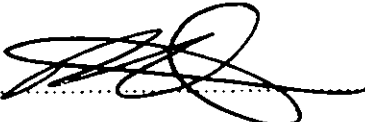
## SKILLS REQUIRED:

- Well Organised
- Ability to motivate
- Communication Skills
- Knowledge of sport & Laws
- Risk assessment awareness skills

## MAIN DUTIES

1. Select a team in consultation with the appropriate club personnel i.e. Club Coach
2. Advise the team of gala arrangements and that arrangements are made for the transport of teams to galas.
3. Ensure that arrangements are made for the transport of teams to galas.
4. Ensure that the team is taken to the appropriate venue.
5. To be responsible for the risk assessment of visiting venue's.
6. Ensure that swimmers report in good time for each event.
7. Ensure that emergency contact details of travelling persons are retained in club room (or equivalent) on day of event.
8. Ensure that all appropriate swimmers are registered to swim in the appropriate competitions.
9. Ensure that team behaviour is controlled.
10. Submit results to press and notice boards.
11. Ensure that team Captains fulfil their duties.
12. Promote team spirit.
13. Act as delegate to competitive meetings.
14. To follow and promote the ASA Child Protection policy

## Signatures:

Team Manager (Swimming)..........Date: *6/9/11*

Chairperson: .....Date: .....



# Cheltenham Swimming & Water Polo Club



**JOB TITLE:** Team Manager (Swimming)      *FRANCES MCCARTHY*

**RESPONSIBLE TO:** Discipline Technical Committee (swimming)

## SKILLS REQUIRED:

- Well Organised
- Ability to motivate
- Communication Skills
- Knowledge of sport & Laws
- Risk assessment awareness skills

## MAIN DUTIES

1. Select a team in consultation with the appropriate club personnel i.e. Club Coach
2. Advise the team of gala arrangements and that arrangements are made for the transport of teams to galas.
3. Ensure that arrangements are made for the transport of teams to galas.
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11. Ensure that team Captains fulfil their duties.
12. Promote team spirit.
13. Act as delegate to competitive meetings
14. To follow and promote the ASA Child Protection policy

## Signatures:

Team Manager (Swimming).....*FRANCES MCCARTHY*..... Date: *7/9/11*.....

Chairperson: ..... Date: .....