

CONTRACT FOR ASSISTANT COACHING SERVICES

Welcome to the Haddon Hall Hammerheads Swim Team and Tarheel Swim Association (TSA). The following duties will be performed in compliance with the objectives and policies set forth by the Haddon Hall Swim Team Committee:

Position Description

The assistant swim coach, under the direction of the Head coach, coaches individuals or teams in competitive swimming activities. In the position of Assistant Swim Coach, this instructor must teach persons how to use equipment and proper technique for swimming competitions. The assistant swim coach must follow all rules and regulations of water safety and ensures the students do as well.

Duties

1. Provide instruction and coaching services to swim team members assigned to you beginning May 17, 2018. Evening and morning sessions will be scheduled. Assist in setup and removal of starting blocks, lane lines, and backstroke flags for each block of practices.
2. Perform coach's duties at one practice meet, weekly dual meets (6 scheduled), and league championship meets.
3. Prepare weekly dual meet entries and weekend meet entries for your assigned swimmers. Meet entries will involve electronic data entry.
4. Assist as needed in setting up for all home meets. This includes arranging deck furniture, installing starting blocks, setting up backstroke flags and lane ropes.
5. Attend mandatory TSA coaches meeting, scheduled TBD.
6. Sign and comply with Coach's Code of Conduct contract as required by TSA.
7. Attend season opening and ending events and speak briefly to swimmers and parents.
8. Attend banquet at close of season, speak and distribute medals and awards.
9. Comply with Coaching Objectives and Policies attached.

Certification Required

Red Cross certification in Lifeguard Training, CPR and Community First Aid must be current.

Payment for Services

Compensation totaling \$2,000 will be paid on the dates listed below. Payouts are conditional upon satisfactory performances of the above stated duties. Compensation will be reported as 1099 miscellaneous income. The schedule below reflects gross pay.

\$1,000 to be paid on May 17, 2018.

\$1,000 to be paid on July 20, 2018.

Agreement

I agree to perform the duties as described above. Services will commence tentatively in May 17, 2018 and end tentatively the end of July 20, 2018.

Signed _____ Date _____

Social Security # _____

Upon coach's satisfactory performance, compensation will be paid as indicated above.

Signed _____ Date _____

Objectives and Policies

- The swimming coach is responsible for assessing form, skill and stamina of each individual swimmer. Practice sessions for competition are conducted by the swim coach. Individuals or teams are instructed on competition rules, good sportsmanship, competitive spirit, and teamwork skills.
- Equipment and supplies are evaluated by the coach for damage and repair. The Coach will notify the Coaching Chairperson of equipment and supplies needed. Two practice lanes will be set up in addition to the normal Lap lane. The Lap lane may be used for practice if not in use.
- The swim coach must be aware of the any medical condition of all swimmers on the team. The coach must be familiar with emergency procedures and informs the coaching team of such procedures.
- Coaching younger children requires a very different set of skills than coaching swimmers in their late teens. For example, while maintaining a safe environment is important at any point in a swimmer's career, preventive safety instruction regarding jumping, running and properly sharing the lane is particularly important for younger swimmers.
- Be knowledgeable of the TSA Rules and Regulations 2018.
- Set practice schedules, practice groups, and criteria for advancement from group to group for the entire Hammerhead program. Facilitate individual age appropriate goal setting processes with all swimmers. Work outside scheduled practice may be assigned. Provide at least one start/turn/finish clinic weekly.
- Assignment to practice squads is initially done by age groups. Due to the large number of swimmers that we have, coaches will then distribute swimmers evenly over practice squads by ability. The coach will have the children practice with others of their same ability level, which means that they MAY practice outside of their age group. The children will be assessed by their previous year's times or during orientation for new members.
- Have prompt attendance at all scheduled practice and swim meets. It is duty of the swim coach to be present at all swim meets.
- Be available for the entire practice session. Weather may cancel segments of a practice, but may not require canceling the entire scheduled practice.
- Notify the Swim Team Committee Chair and Communications Chair by PHONE of canceled or changes to practice schedule.
- Instruct swimmers in rules for proper completion of a heat for each stroke and reasons for disqualification. Coaches should be in the water to properly observe and correct swimming technique for each swimmer. Each swimmer must be observed and evaluated. Do not assume a swimmer in their teens has had previous swim team experience. The only qualification to join the swim team is to be able to swim 25 yards (1 lap) and tread water for 30 seconds.
- Assign necessary coaching staff for all scheduled swim meets and practices. Assigned coaching staff will be directly involved with swimmer instruction for the entire practice session.
- Head Coach will have substitutes or other staffing solutions to replace ill or absent coaches.

- Determine all individual and relay events for athletes at swim meets; or review those selected by assistant coaching staff. Swimmers are assigned to the Main Heat base on best time in stroke category. Notify the Swim Team Committee Chair and Communication Chair when the Heat Sheets have been completed and approved.
- Establishes an environment that fosters positive team attitudes, encourages self-discipline, sportsmanship, and responsibility. Has authority to suspend any swimmer (at least temporarily). Suspension of longer than a few minutes must be approved by the Coaching Chairperson.
- Parents with questions and concerns, other than notification of a swimmer attending/non attendance to a practice or meet, should be referred to the Coaching Chairperson.
- Upon approval of the Swim Committee, the Head Coach and Assistant Coach has authority to implement and run a Learn-to-Swim program, clinics, and other programs as needed.