**General**

* Be a role model by showing respect to parents, opposing teams, swimmers and each other. Strive to always maintain a positive attitude. **Be awesome!**
* Instruct and supervise swimmers during all practices and swim meets including organizing and directing group practice activities and exercises.
* Interest and willingness to spend time furthering coaching skills and knowledge in all things swimming.
* Understand that safety of swimmers is the highest priority. Enforce pool safety rules.
* Mentor and respect CIT’s and H2O’s and provide direction with positive management style.

**Practice Logistics**

* Complete practice sets ahead of practice time for age group. Strategize practice sets to appropriately address previous meet concerns, create practice sets that build in complexity and difficulty throughout the season, etc.
* Track swimmers progress and plan how to make improvements.
* Discuss with individual swimmers their DQs, as appropriate, and incorporate DQ experiences into upcoming lesson plans.
* Plan, market, and execute at least one swim clinic. This should be held in the first half of the swim season.
* Recommend swimmers’ events.
* Provide stroke techniques to all levels of swimmers and ensure they are age and skill level appropriate.
* Coach during all three practice times when on deck by leading practice or assisting (in and out of the water).
* If not coaching while on deck, time should be used for upcoming meet entries or swimmer awards.

**Meet Logistics**

* Set up and break down for home meets, practices, and social events.
* Keep track of swimmers at meets, be sure they are at events, and on the correct side of the pool. (May delegate to H2O’s).
* Include as many kids in relays as possible. If there are enough swimmers, we should always submit maximum number of relays if possible.
* When host team, contact visiting coach via phone no later than three days prior to upcoming meet to discuss pertinent information.
* Submit meet entries by communicated deadline from host team lead scorer.
* Double check meet entries and be sure Deck Ads are kept to a reasonable amount (No more than two per meet.)
* Report any scratches to Clerk of Course 30 minutes prior to the start of the meet by marking the card with an “S” and using appropriate scratch form.

**Parent Rep Communication**

* Regularly communicate with parent reps throughout the season.
* Respond within reasonable time to parent emails and parent rep communications (within 24hrs or sooner in more urgent matters).
* Communicate effectively about practice times, meet themes, and age group socials to parent reps and team.
* Include parent reps in all age group communication emails.
* Respond and report to parent reps about any swimmer accidents, safety hazards, concerns or issues.
* Carry out additional duties assigned by parent reps.

**Other Expectations**

* Attend and be prepared for all practices, meets and social events.
* Coordinate end of season swimmer awards.
* Prepare for Prelims, Championships, and All-Stars meets by reading the Mountain Hi Swim League or team’s procedures, guidelines and coaches’ instructions. Follow guidelines and turn in all necessary items.
* Complete the necessary end of season reports to be turned in to MHSL by published due date.
* Have at least one coach attend all League Coaches meetings.
* Distribute All-Star caps and acknowledge qualifiers on the next practice following the meet in which the swimmer qualified.

**Education**

* Lifeguard certification preferred. If not current in CPR, First Aid or concussion training, attend provided training or complete prior to the start of the season.
* Must have at least one year as CIT experience.
* Have 3+ years’ experience on competitive swim team preferred.
* Have a good knowledge of and experience in MHSL and USA swim and stroke technique.  Learn new coaching and swimming techniques throughout the season using team, online or outside training as coordinated with parent reps.  (Cost will be covered for all pre-approved classes.)

*“Just because something works doesn’t mean it can’t be improved…”*

*Black Panther: Princess Shuri*