



Ravensong Waterdancers Synchro Club

Outline of Coach Duties

General Coach Duties:

1. Complete and adhere to all Club documentation including the Coach Code of Conduct and Letter of Employment. Provide all signed documents to the Treasurer
2. Complete, submit and adhere to all documentation required through BCAS and CAS to remain in good standing.
3. Mentorship
 - a) be a role model to other coaches and all athletes
4. Attendance
 - a) Attend all dryland and pool training sessions
 - b) Attend all Club sanctioned meets or events as required
 - c) Arrive a minimum of 5 minutes early to all practices and remain until 5 minutes after practice
 - d) participate in coach staff meetings
 - e) take attendance of athletes at practices
5. Preparation
 - a) Be prepared for all practices by having lesson plans
 - b) Use prep hours to develop training techniques (skills based, visualization, drills), source music selections, figures, pattern changes, highlights and boosts for routines, completing progress reports, lesson plans
 - c) Have all equipment ready and available before the practice begins
 - d) Clean up all equipment used for the practice
 - e) Have music selection sent to Head Coach for practice & event use
 - f) Provide and/or Review documents for the Athlete Booklets: Age Group Figure Diagrams
 - g) Provide and review with athletes the Performance Plan for each meet/event, to be added to the Athlete Booklet, if needed
 - h) Review with the athletes the Athlete Code of Conduct, Goals Sheet, Uniform Expectations, that are part of the Athlete Booklets, if needed
 - i) Update Treasurers by email for any equipment purchases made by athletes.
6. Ensure all parts of the program are delivered as outlined in the relevant Program Policy and as required by BCAS with specific regards to the AquaGo! program.

Competitive Coach Duties (must be Certified Complntro):

1. Preparation
 - a) Prepare and provide completed Coach Card as required by BCAS for Routine Competitions.
 - b) (Optional) Provide and/or Review documents for the Athlete Booklets that may include: Uniform Expectations, Age Group Figure Diagrams, LTAD's – Land Routine, Water Skills & Water Speed descriptions
3. All duties under the General Coach Duties, as required



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Assistant Head Coach Duties:

1. Assist with any of the Head Coach duties as requested, required or delegated
2. All duties under the General Coach and Competitive Coach Duties, as required

Head Coach Duties:

1. Mentorship
 - a) responsible to oversee all coaches hired by the club to ensure they are following the Coach Code of Conduct
 - b) participate in and hold coach staff meetings, recommended quarterly (4) per synchro season
 - c) assist hired coaches, as needed or requested, with: registration, music editing, figure and routine development
 - d) ensure the Coach-In-Training coaches have an appropriate certified supervising coach
2. Substitute coach tracking
 - a) be advised of all substitute coaches
 - b) assist in finding substitute coaches, as needed
3. Administration
 - a) track all hours worked by coaching staff and substitute coaches and send payroll to Club Treasurer for processing
 - b) book dryland and pool practice times, including Treasurer and President in communications as required
4. Board of Directors
 - a) be a liaison between the coaching staff and Club President
 - b) attend and provide a report at all Club meetings as required
 - c) assist the Board with program planning for the next synchro season
5. Watershow
 - a) create the watershow program outline, provide to volunteer for printing or print themselves
 - b) run the music for all performances at the watershows, all coaches required to provide Head Coach with music for their team routine
6. BC Artistic Swimming (BCAS)
 - a) uploads all music for meets as required by BCAS
 - b) register all athletes for meets throughout the synchro season as required BCAS
 - c) register all athletes in their respective age or program categories as required by BCAS, at the beginning of each season
 - d) register all volunteers who will be attending meets and who are part of the Board as required by BCAS determined by the BCAS Membership Package, at the beginning of each season
7. All duties under the General Coach and Competitive Coach Duties, as required