

Iowa City Eels Swim Club Head Coach

Duties and responsibilities:

- Secure Pool Facilities for all workouts and swim meets that involve ICE and will be held in Iowa City, Coralville, **and North Liberty area.**
- Attend and participate in ICE clinics, tryouts, workouts, and meets. Times of such events shall be cooperatively set by the Board and the Head Coach. At all such events provide positive reinforcement and constructive criticism to swimmers. Expenses incurred by the Head Coach in his travels to meets within the state of Iowa and to the USA Swimming National Championship should any ICE swimmers qualify be reimbursed upon presentation of paid receipts not to exceed \$30 per day for meals or \$100 per day for hotel accommodations at a single room rate. Use of his personal automobile for travel to meets away from Iowa City will be reimbursed at a rate of **\$0.485** per mile per IR-2006-168. Reimbursement for Board approved travel to out-of-state meets other than USA Swimming National Championship will be determined on a case-by-case basis before any travel.
- Make up relay entries for swim meets (assisted by all assistant coaches) and sign up swimmers for individual events.
- Supervise clinics and tryouts (assessment and evaluation of new and returning swimmers) at the beginning of each season (winter season including stroke clinic from September through early March, spring interim session including stroke clinic from April through May, summer season from April through the beginning of August) to determine placement of each swimmer in a group representing an appropriate skill level.
- Organize and supervise a regular practice schedule to include a balance of skill and fitness training for competition. Help swimmers develop proficiency in all strokes.
- Organize a master workout schedule to include daily coaching assignments, group workouts, stroke clinics, and stroke assessment as well as meet assignments for the season.
- Schedule supplemental workouts as deemed necessary by the Head Coach.
- Maintain proper discipline, good interpersonal relations, and open communication with swimmers and parents.
- Each swimming season provide a written evaluation on Moray and Eels swimmers to parents/guardians on their swimmer's progress, needs, and goals; and ensure the **Full Time Assistant Coach** does the same for Frost, Cube, and Wave swimmers.
- Hire, in consultation with the Board, and supervise the **Full Time Assistant Coach** and all the **Part Time Assistant Coaches.**
- Participate in the budget and process to include submission of specific requests for equipment, staffing, education, and travel.
- Maintain a detailed and current working knowledge of USA Swimming rules and the ISI code and abide by same.
- Remain current in all required certifications as specified by USA Swimming and ISI. These certifications must be on file in the ISI office.
- Assist ICE with promotional efforts to increase the size, quality, and fiscal stability of the organization.

- Abide by policies established by the Board
- Work closely and cooperatively with membership and encourage active involvement of all swimmers and their parents/guardians in ICE activities.
- Plan and attend annual parent/coaches meeting and encourage assistant coaches to do same.
- Provide a “Coach’s Report” at monthly meetings of the Board.
- Maintain an attendance roster for each workout.
- Participate in preparation of the ICE newsletter through which he will communicate policies, meets, schedules, events, and etc. to parents/guardians and swimmers.
- Hold regular office hours on a weekly basis and publish said hours to the membership.
- In cases necessitating absence from practice or a meet, the Head Coach will notify the President of the Board or, in the event the President is not available, another member of the Board as soon as possible. The Head Coach will arrange for the **Full Time Assistant Coach** to assume his duties until the Head Coach is able to resume his duties.
- **May not receive payment for providing private swim lessons to current ICE registered swimmers.**