

Key Role Responsibilities on Club Night



The aim of this document is to make sure the head coach, head teacher and swim school co-ordinator have clearly defined roles to allow club night to run effectively and smoothly.

Head Teacher

- Responsible for the running of the teachers learners pool on the night
- Takes assessments in week 8
- Liaises with the main pool head coach on swimmers moving through into the main pool
- Organizes teachers for the night finding cover if necessary
- Available to chat with parents on child's progress based on each level's criteria for the learners pool
 - Take attendances
 - Meets each week prior to club night with head coach and swim school coordinator
 - Responsible for pool set up on the night

Head Coach

- Responsible for the running of the coaches main pool on the night
- Takes assessments in week 8
- Liaises with learners pool head teacher on swimmers moving through, skills being taught, anything noticed with the swimmers moving through – ie great streamlines and kicking
- Organises coaches for the night finding cover if necessary
- Available to chat with parents on child's progress based on the level criteria for the main pool
 - Take attendance
 - Meet each week prior to club night with head teacher and swim school co-ordinator
 - Responsible for pool setup on the night.

Swim School Co-Coordinator

- Responsible for overall running of club night on the night making sure people are in the right places (not teachers or coaches)
 - Front desk has relevant information, newsletters ready to etc
 - Responsible for all meeting steering all new assessments in the right direction
 - Responsible for clearing the waiting list after meeting in week 8 after assessments
 - First point of contact on club night for any queries to let the coaches coach and the head coach, teacher coach the coaches
 - Responsible for class lists updating attendances etc
 - Responsible for pool layout

