



Huntington Estates Swim Team Assistant Coach Duties & Information

This document outlines the duties and requirements of a HEST Assistant Swim Coach. Please review it carefully and reach out with any questions.

Requirements

To qualify as a HEST Assistant Coach, candidates must meet the following criteria:

- Be at least 15 years old.
 - Have swimming experience (preferably high school or club) or prior coaching experience outside of HEST.
 - Be available throughout the summer (exceptions apply).
 - Pass a drug test.
 - Obtain a worker's permit (for those aged 15).
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Swim Practices

Assistant Coaches play a vital role in facilitating swim practices. It is the responsibility of all coaches to ensure that every swimmer feels included and engaged in daily activities.

Daily Practice Responsibilities:

- Take attendance.
- Design warm-ups and sets for swimmers.
- Teach drills and techniques for different strokes.
- Incorporate fun elements (e.g., blowing bubbles, games) to maintain engagement.
- Demonstrate skills in the water.
- Assess swimmers' needs and provide feedback.
- Respond promptly and attentively to urgent situations.
- Set up and clean up the pool area.

If practice is canceled due to weather or pool issues, alternative activities will be arranged. Team-building exercises or dryland activities will be conducted when possible. All coaches are expected to attend these sessions. In the event of full practice cancellation, communication will be provided to all coaches.

Swim Meets

Assistant Coaches are responsible for supporting dual, invitational, and championship meets. Coaches represent HEST, and professionalism is expected at all times.

Home Dual Meet Responsibilities:

- Arrive early to help set up the pool and deck.
- Assist swimmers with check-in.
- Lead warm-ups by age group.
- Help organize swimmers in the bullpen.
- Support swimmers behind the blocks by providing:
 - Encouragement
 - Swimming tips
 - Positive energy and humor
- Assist volunteers as needed.
- Maintain a positive attitude—Great Attitude = Great Results!

Participation in Swim Meets:

Coaches under 18 (or graduated seniors) are encouraged to compete in meets within the 15-18 age group. Participating in at least three dual or invitational meets is required to be eligible for championship meets. Failure to meet this requirement will result in ineligibility for championship participation.

Championship Meets

Attending City and Classic championship meets is mandatory for both full-time and part-time coaches. These weekends can be intense, but maintaining a positive and enthusiastic attitude is crucial to team success.

Championship Meet Responsibilities:

- Participate in pre-meet activities.
 - Dress in themed costumes.
 - Ensure swimmers reach the correct heat/lane.
 - Involve all swimmers in team traditions, such as cheers.
 - Assist swimmers and parents with navigation at host venues.
 - Enjoy the experience and foster team spirit!
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Other Events

Full-time Assistant Coaches are expected to attend team events, including but not limited to:

- After-practice parties
- Pasta dinners
- Goal-setting meetings
- Pool parties

If a coach cannot attend an event, prior arrangements must be made with the head coach.

Discipline Code for Staff

- First offenses will result in a verbal or written warning.
 - At the discretion of the swim team president and/ or head coach, repeated offenses may lead to further warnings or disciplinary action, including dismissal.
 - Terminated employees may appeal to the Board of Directors of the Bath and Tennis Club of Huntington Estates with a minimum of 72 hours written notice before their scheduled meeting.
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Training Period

All full-time and part-time coaches must attend a mandatory training session before the pool opens. This training is designed to ensure staff competency in swim coaching, pool set-up, and safety procedures.

Working Hours

- The head coach sets the daily and weekly schedule.
 - Coaches must arrive on time for all assigned sessions.
 - If a coach is unavoidably late or unable to attend work, they must notify the head coach as soon as possible.
 - Planned absences require approval from the head coach at least seven (7) days in advance and need to be submitted in writing.
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Thank you for being a part of HEST! We look forward to a great season together.