



## POSITION DESCRIPTION

### NATIONAL TEAM LEAD COACH

**JOB LEVEL**  
**JOB LOCATION**

**Lead Coach**  
Montreal, Quebec

#### **About Canada Artistic Swimming**

Canada Artistic Swimming (CAS) is the national governing body for the sport of artistic swimming in Canada, responsible for fostering and developing artistic swimming at all levels. CAS is committed to be a World leading nation in Artistic Swimming and to inspire and support all participants to realize their dreams in artistic swimming. With a focus on building a culture of excellence with the values of collaboration, respect, excellence and safety, CAS aims to empower the Canadian style of winning. Our team of professionals works to uphold the highest standards, both in and out of the pool, in alignment with CAS's strategic objectives.

#### **OVERVIEW**

Under the direction of the Chief Executive Officer (CEO), this dynamic leader will contribute to a high-performance culture of excellence and motivate and inspire National Program athletes to embrace and excel within the established team culture. Attention should be made to re-enforce Canada Artistic Swimming's *Gold Medal Profile*.

- Life Skills, Health & Wellness
- Team Culture
- Mental Performance
- Athleticism
- Elements & Execution
- Artistic Impression

#### **CORE COMPETENCIES**

- Demonstrated evidence of excellent planning abilities, interpersonal and communication skills, management and organizational skills and an ability to motivate and inspire others
- Demonstrated evidence of the ability to lead and work collaboratively as a member of an integrated team of coaches and dedicated technical and sport science professionals, trusting and empowering team members in their areas of responsibility
- Demonstrated evidence of the ability to coach and provide athlete feedback that results in individual athlete and team improvement
- Demonstrated evidence of the ability to evaluate and select senior athletes based on their performance at selection camps, at domestic and international competitions and in the daily training environment
- Demonstrated ability to create an athlete-centred daily training environment that is open, respectful, safe and free from abuse and harassment in any form
- Demonstrated ability to seek feedback from multiple stakeholders including international judges, coaches and officials to improve Canada's performance in competitions
- Ability to work as a member of a team of coaches with excellent collaboration and communication.

- Clear understanding of the World Aquatics scoring system, coach cards and how to succeed with well-balanced programs
- Demonstrated ability in using creative approaches that challenge traditional artistic swimming technical and training assumptions
- Proven ability in developing and training routines with a Canadian identity that succeed at the international level
- Proven ability in developing strategies and proposals, defining requirements, developing and executing work plans, preparing reports and various types of documents and delivering presentations
- Displays exceptional professional behaviour
- Displays leadership in respectful communication
- La capacité à travailler de manière efficace en anglais et en français

## SPECIFIC RESPONSIBILITIES

### Specialization

Provide expert coaching in core artistic swimming disciplines:

- **Acrobatics:** Develop and refine acrobatic skills, focusing on technique, safety, and execution.
- **Technical Routine Skills:** Lead athletes in mastering technical elements, ensuring compliance with competitive standards and regulations.
- **Synchronization:** Enhance team CEOrdination and precision, emphasizing timing and alignment.
- **Choreography:** Collaborate on creative routine development, incorporating innovative elements that showcase athlete strengths.
- **Musicality:** Integrate music with movement to create compelling and cohesive performances.
- **Dryland Training:** Design and supervise strength and conditioning programs that support in-water performance and injury prevention.
- **Drills and Skills Development:** Implement targeted drills to improve athletes' fundamental skills, endurance, and technical execution, aligning with their performance goals.

### Program Planning and Management

- Collaborate with the team of coaches to establish National Team Program performance objectives and key performance indicators
- Contribute to weekly Canada Artistic Swimming high performance team meetings
- Understand and demonstrate the principles of the Canada Artistic Swimming's Code of Conduct daily

### Daily Training Environment

- The primary location of the National Program is in Montreal, QC, office space and support and IST staff are provided
- Collaborate with a team of coaches, team manager, experts and IST providers, implement and monitor the full-time training group programing in accordance with best practice techniques that comprehensively address physical, technical, tactical, psychological and emotional principles of training, recovering, and peaking for competition
- Establish, implement and document a thorough and ongoing athlete evaluation process
- Evaluate and select the athletes who will represent Canada at the annual World Cup Events, the World Aquatics World Championships, the Pan American Games and the Olympic Games

- Maintain regular and positive communication with the athletes and program coaches and staff, working together to achieve both individual and team goals
- Work cooperatively with the INS staff and other resident sports
- Ensure that standards for individuals and team behavior are implemented as per policies and guidelines

#### Competition Plan

- Working within the bounds of the approved annual budget, establish and execute the competition plan for the 2024-2025 season, including the 2025 World Championships and beyond
- Superior knowledge of the World Aquatics Artistic Swimming scoring system and coach card
- Ability to refine the routines based on achieving optimum scoring with attention paid to minimizing physical or mental risk to athletes.

#### Reporting and Review

- Prepare monthly reports for the Chief Executive Officer
- Use the Canada Artistic Swimming's cloud-based storage to file all documents
- Document training and lesson plans for the full-time training group and file these lesson plans as directed by the Chief Executive Officer
- Ongoing communication to stakeholders regarding program objectives and structure.
- Regular presentations to the Canada Artistic Swimming Board as requested
- Responsible for post-event reports for all international competitions.
- Be an ambassador of the national team program and build connections with the coaching system in Canada.
- On an annual basis the National Team Lead Coach will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and the demonstration of the required level of ability in key competency areas. These components will form the basis of an annual performance review conducted by the Chief Executive Officer

#### **QUALIFICATIONS, EXPERIENCE AND KEY SKILLS**

- A University Degree or equivalent in Physical Education, Physiology or Sport Science, minimum Canada Artistic Swimming NCCP Level 3 (Competition Development) or and/or International Equivalent
- Superior knowledge of the World Aquatics Artistic Swimming scoring system and coach card
- Successful completion of the NCCP Safe Sport Program
- UCCMS participant in Abuse-Free sport including signature of the OSIC consent form
- *Vulnerable Persons* Criminal Record check completed in the last two years
- Current National Lifeguard Certification
- Evidence of high-performance coach experience, ideally with a successful track record of coaching at the international level
- Proven ability working with a team of athletes who have achieved excellence in their results
- Exceptional artistic swimming technical and analytical skills. Proven ability to develop international level competencies/training standards for senior level athletes
- Experience in integrating medical, sport science and technology support within a team environment;
- Demonstrated ability to be a critical thinker and reflective coach



- Excellence in organizational management with the ability to coach staff, manage, and develop high-performance teams, set and achieve objectives, and manage a budget;
- Strong written, verbal and listening communication skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills;
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; able to achieve consensus amongst differing opinions
- Ability to work effectively as a member of a coaching and integrated support team
- Strong administrative and organizational skills and abilities
- Advanced computer literacy and use of current technology, including the ability to use Microsoft Office 365, Google Drive, Dropbox, video and coaching software
- Demonstrated ability to follow established processes, policies and procedures

### **ADDITIONAL JOB REQUIREMENTS**

- Performs the duties stated as a responsible employee of the Association observing and supporting all policies and procedures as set by the Board of Directors and observing all policies and requirements as outlined in the Canada Artistic Swimming Employee Handbook
- Represents the vision, mission and values of Canada Artistic Swimming, and conducts oneself according to ethical standards generally accepted in business
- Ability to travel as required to meet the needs of the position.
- Ability to work overtime as required to meet fluctuating needs in a timely manner.
- Ability to work effectively in both of Canada's official languages

### **Working Conditions**

This is a permanent, full-time role offering a competitive benefits package as per CAS's HR policies. The role is based in **Montreal, QC**, with some domestic and international travel. Salary will be based on qualifications and experience.

### **Application Process**

To apply, please email your cover letter and resume to **info@artisticsswimming.ca** with "National Team Lead Coach" in the subject line by **November 8, 2024**.

- **Interview Rounds:** November 13-14, 2024 (Round 1) and November 21-22, 2024 (Round 2)
- **Expected Start Date:** January 6, 2025 or sooner if available

Only shortlisted candidates will be contacted. CAS is committed to diversity and inclusivity and encourages applications from all qualified individuals.