



Board and Coach Responsibilities Policy

The Nanaimo Diamonds Artistic Swimming Club (NDASC) Board of Directors is a working Board.

The NDSASC employs the coaches, who are responsible to the Board as a whole.

The Board is responsible for all legal and fiduciary requirements including but not limited to:

- Making legal commitments and allocating resources (e.g. pool allocations, setting budgets, processing payroll)
- Recruiting, appointment and performance monitoring of the coaching team
- Ensuring policy compliance
- Speaking on behalf of the organization

Coach and Head Coach Responsibilities

The coaching team must act in keeping with policies determined by the Board and consistent with the requirements of any legislation or regulations (e.g. NDASC, BCAS and CAS policies).

Coaching Team Responsibilities

As a member of the Nanaimo Diamonds Coaching Staff the Employee will;

- Be present, and actively coaching, on pool deck during Employee's respective scheduled practices, meets and events organized by the Club.
- Communicate unforeseeable schedule changes to the Board as soon as possible.
- Ensure the Club equipment, property and confidential documents are used in a responsible manner and safely secured at the end of each practice.
- Participate in coach-parent meetings as required.
- Together with the Board, communicate performance standards and clear expectations to athletes and parents at season start. Additionally, evaluate and communicate performance progress, to the Board, and parents, throughout the Season.
- Complete the Nanaimo Diamonds Feedback forms at mid-season and end of the season for their respective athletes and present them, a minimum of 72 hours before they are distributed. (January & May annually)
- Ensure that all coaching methods meet the appropriate skills identified by BC Artistic Swimming.

- Follow Club guidelines surrounding incentive and holiday gifts, in order to promote equality across Club teams and communicate with Board regarding spending related to such items.
- Collaborate with other Coaches, to implement the Club's yearly training plan.
- Assist the Board executive and other Coaches in organizing Club water shows and other Club events throughout the Season.
- Wear club-branded clothing to practices (when possible) and at **ALL** competitions.
- Follow BC Artistic Swimming and Canada Artistic Swimming rules and regulations, and stay abreast of updates, including BCAS policies on; safety and wellness in sport, competition etiquette, equity & diversity, conduct, appeals, coach certification, concussion, discipline and complaints, privacy and screening, and any further BCAS and CAS policies as outlined in the membership package.
- Maintain registrations and certifications (e.g. NCCP, AquaGO)
- Notify Board immediately and/or Coaching Team of any ongoing or unresolved Coach-Athlete, Coach-Parent, Coach-Coach issues.
- Notify the Board of any incidents (athlete-coach, athlete-athlete, parent-coach) using the incident report form.
- Comply with all NDASC policies (e.g. respectful communication, incident reporting)
- Attend scheduled Coaches' meetings.
- Each Coach must approve submit timesheets on a bi-weekly basis for payroll processing based on the pay run schedule.

Head Coach Responsibilities:

The Board will delegate some administrative functions to the Head Coach and the Coaching team as follows:

- Together with the Board, communicate with the City of Nanaimo regarding pool allocations ~~and ensure contracts are accurate.~~
 - Where necessary book alternate facilities (e.g. SD 68) with the approval of the Board.
 - Clearly articulate to the Board when practices and/or training will not take place so communications can go out to parents (e.g. stat holidays).
 - Report any concerns regarding pool allocations or interactions with facility teams to the Board.
- Together with the Board, create a plan for regular parent and coach communications (likely delivered via email and/or in Google Classrooms).
 - This will include training opportunities from BCAS and club information.
- Confirm any coach absences to the Board Executive in writing and/or ask the coach to confirm to nanaimodiamondsboard@gmail.com
- Ensure timesheets are submitted on time, by 5pm on the Monday prior to Friday pay day (refer to pay run schedule).

- Report any incidents (athlete-coach, athlete-athlete, parent-coach) to the Board immediately using the incident report form. Ensure all coaches also complete the form immediately.
- Orient new coaches to the pool space and NDASC policies (e.g. incident reporting) before starting.
- Organize monthly coaches meetings, confirm attendance and share minutes and action items with the Board, identifying any areas of concern or questions.
- Support coaches to complete mid-season and end of season evaluations.
- Submit a Coaches Report by the 30th of each month to the board at nanaimodiamondsboard@gmail.com
- Attend Board Meetings monthly (1st Tuesday of the month)
- Provide content for the club newsletter by the 15th of each month if applicable.

Registrations

- Complete the registrations for each meet, including the full list of athletes for each competition to the registrar (BCAS or CAS) and a request for payment to the Treasurer.
 - Run reports for each season/session to ensure all coaches have the correct attendance lists and emergency contact information is stored in the locked cabinet at Beban and/or NAC.

Equipment

- Together with the coaching team, ensure the sound system is in good working order, notifying the Board if repairs or adjustments are required.
- Ensure all Nanaimo Diamonds equipment is in good working order and report any safety concerns or requests to the Board.

Leadership and Coach Development

1. Pre-season: Set standards for each competitive age group (skills known, timed swim, review and determine what new strategies we can bring into our training).
2. Pre-season: Together with the Board, set the training schedule based on the needs of the teams and pool/land time booked.
3. Pre-season: Together with the coaches and the Board set the standards for extra routines and assign coaches to each routine.
4. Ongoing: Support coaches on deck to cover coach absences (e.g. sick or vacation) and when needed for specialized figures training.
5. Ongoing: Create and set up workshops for coaches and athletes – at least two per season.
6. Ongoing: Schedule and lead monthly/bi-monthly coach meetings.
 - a. Minutes to be shared with the Board via email
7. Ongoing: Keep track of coach certifications and requirements for additional training(s).
8. Ongoing: Research coaches in specialized fields for potential hire to enhance athlete training. ie: swim + strength. Submit proposed staff to the Board for approval.

9. Ongoing: Ensure all coaches complete the mid and end-of-season feedback forms for athletes
10. Ongoing: identify opportunities for athlete development and communicate these to athletes, coaches and parents (e.g. BC Games, IGNITE program).
11. End of Season: provide a head coach report to the Board for the AGM, and any recommendations for the following season.

	Board Role	Head Coach	Coaches	Applicable policy
Annual Season Planning	<i>Approve the plan</i>	Provides input	Provide input	Pre and post-season coaches meeting with feedback to the Board
Pool allocations	Approve allocation documents	Provides input	Provide input	
Hiring of coaches	Decision and create employment agreements	Provides input		
Policy compliance	Set policy, review policies annually	Provides input	Provide input	Reviewed annually
Budget and spending	Set annual budget, approve additional requests	Spending requests to the Board	Spending requests to the Head Coach	Draft budget presented at AGM for following season. Training and reimbursement policy.
Communications	With coaches, families and stakeholders	With coaches, athletes and the Board	With coaches, athletes and the Board	Rule of two, respectful communications policy, Club Code of Conduct
Athlete placement		Final decision	Provide input	Team First Policy