



CBSC Swim Hiring Committee

Application Process, Requirements and Policies for CBSC Swim Coach Positions

CBSC swim coach positions are for a period of 8 weeks. We have had difficulties in the past with coaches taking time off for various reasons and this is very disruptive to the swim program. **Please be prepared to commit for the full 8 weeks if applying for a swim coach position. Please inform your family regarding your 8 week commitment so they can plan summer activities accordingly.** If circumstances arise after your application is submitted which will impact your ability to meet the 8 week commitment, it is imperative that you contact us as soon as you become aware of these circumstances. If you later request an absence that we were not made aware of at the time of your application, we may be required to change the terms of your employment.

The period of employment will begin Friday June 28, 2019 and will end August 25, 2019 after the August Gala. As you know, CBSC coaching positions require attendance and participation in a variety of fun events that the Club offers, including foot races and dances. For head coaches, there may be planning and meeting times prior to registration day.

If you would like to apply for a position with CBSC for summer 2019, please send your application (including all information specified on the following page) by **January 15, 2019**, email to:

Deborah Lukas
hiringchair@cbswimclub.ca

Your application will be considered by the Swim Hiring Committee and will be primarily based on the following criteria:

1. qualifications;
2. experience (CBSC and related);
3. past involvement with CBSC;
4. participation in competitive programs with CBSC;
5. 2018 coach/leader evaluations; and
6. the number of summers previously worked with CBSC.

Priority preference for swim coach positions will be given to job applicants who have significant past involvement with CBSC and participated in a competitive program at CBSC up to and includ-

ing their Leader year. Priority preference for competitive coaches will be given to those who are still competing and will continue to compete in their respective disciplines.

Please do not hesitate to email me if you have any questions at all regarding your application or our upcoming 2019 summer program.

Sincerely,

Deborah Lukas
CBSC Swim Hiring Committee Chair

ALL APPLICATIONS MUST BE RECEIVED BY JANUARY 15, 2019

Your application must include:

- o A cover letter describing:
 - o Your past work experience with CBSC.
(Leaders should specify the club programs you have participated in and the number of years i.e. competitive swimming - 4 years).
 - o An indication of which areas of the swim program you are interested in working in, and at what level (coach or head coach) including volleyball, competitive or developmental swimming, lifeguarding, lifesaving, synchronized swimming, swimming lessons, triathlon and developmental or competitive water polo.
 - o What experience you have outside of the Club in the areas you are applying for.
- o Current resume.
- o Copies of your current qualification certificates.
 - o Please resubmit **with your application** any qualifications previously submitted.
- o If you are planning to upgrade your qualifications in the spring of 2019 and/or do not have current certification, please provide details as to the location and date of the upgrade courses that you will be taking.
- o **Your application MUST also include the following contact information:**
 - o **email address**
 - o **mailing address complete with postal code**
 - o **Cell phone number.**

References will be requested if required. Please do not provide us with references from CBSC coaches.

Qualification Requirements:

- o All swim coaches must have successfully completed the CBSC Leaders program.
- o All swim coaches must obtain the Red Cross certified WSI qualification. Coaches who teach learn to swim classes in their 3rd and/or 4th summers of coaching must recertify their WSI qualification.
- o Lifesaving coaches must have LSI.
- o Head Competitive Swim, Head Competitive Synchronized and Head Competitive Water Polo Coaches must have NCCP Level One or equivalent certification.*
- o All lifeguards and Head Coaches must have NLS.
- o All swim coaches 19 or older before August 25, 2019 must provide a criminal records check.

* We are working on being in compliance with BCSSA coach certification regulations and hoping to enhance the level of training of our Head Coaches. For summer 2019, we hope the Head Coaches of all programs will have some enhanced training through the National Coaching Certification Program (<http://coach.ca/>). Please be mindful that some of these courses/certifications may be offered only once a year.

The NCCP structure has three steps: "in training", "trained" and "certified" - so be careful to note the required or preferred step for each Head Coach position below.

Following are the CBSC hiring requirements/preferences for 2019:

Head Coach Comp Swimming: Required - NCCP Fundamentals Swim Coach - certified or trained and in the process of obtaining certification;

Head Coach Comp Water Polo: Required - NCCP Practice Water Polo Coach - certified or trained and in the process of obtaining certification;

Head Coach Comp Synchro: Required - NCCP Synchro Instructor - certified or trained and in the process of obtaining certification;

Head Coach Triathlon: Preferred - NCCP Triathlon Community Sport Youth Focus - certified or trained and in the process of obtaining certification;

Head Coach Volleyball: Preferred - NCCP Volleyball Level 1 in training or Community Sport certified or trained and in the process of obtaining certification;

Head Coach Developmental Swimming - Preferred - NCCP Fundamentals Swim Coach - in training;

Head Coach Developmental Water Polo - Preferred - NCCP Water Polo Community Coach - in training; and

Head Coach Rec Synchro - Preferred - NCCP Synchro Instructor - in training.