



CBSC Swim Hiring Committee

August 2023

To: All CBSC 2023 Leaders and Coaches
From: Tanja Phillips, CBSC Swim Hiring Committee Chair

The summer of 2023 was a great success! The Swim Committee thanks you for your contribution to making it a fun and safe time for our participants.

This notice provides all the information you need to apply for swim coach positions for the summer of 2024. We will not be sending an email reminder of this information so please note the important dates in your calendars.

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 28th, 2024, and will end Sunday August 25th, 2024, 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 will be planning and meeting times prior to registration day.

If you would like to apply for a position with CBSC for summer 2024, please send your application (including all information specified on the following page) by **January 15, 2024**, email to:

Tanja Phillips
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. 2023 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 including 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 2024 summer program.

Sincerely,

Tanja Phillips
CBSC Swim Hiring Committee Chair

ALL APPLICATIONS MUST BE RECEIVED BY JANUARY 15, 2024

Your application must include:

1. A cover letter describing:
 - 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).
 - Clearly specify 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, artistic swimming, swimming lessons, triathlon and developmental or competitive water polo. If you are interested in lifeguarding please ensure you include this.
 - What experience you have outside of the Club in the areas you are applying for.
2. Current résumé.
 - List all your current qualifications. At this time, please do not submit any copies of your qualifications. Copies of qualifications will be requested later in the hiring process. If you are required to upgrade your qualifications in the spring of 2024 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.
 - Your application **MUST** also include the following contact information:
 - email address
 - mailing address complete with postal code
 - Cell phone number.

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

Qualification Requirements:

- All swim coaches must have successfully completed the CBSC Leaders program.
- All swim coaches must obtain the Lifesaving Society Swim for Life/Swim Instructor qualification (formerly Red Cross WSI qualification).
- All swim coaches must have current NLS. Please note the new requirement of all swim coaches must have current NLS (to match all municipal requirements).
- Lifesaving coaches must have a current LSI.
- Head Competitive Swim, Head Competitive Artistic and Head Competitive Water Polo Coaches must have NCCP Level One or equivalent certification. *
- All swim coaches 19 or older before August 25, 2024 must provide a criminal records check.

Please ensure you are able to complete any recertifications by June 2024. There currently may be some limitations on where and when certifications are offered. Please be mindful of when your qualifications may expire.

* We are working on being in compliance with BCSSA coach certification regulations and hoping to enhance the level of training of our Head Coaches. We hope the Head Coaches of all programs will have enhanced training through the National Coaching Certification Program (<http://coach.ca/>).

There are still some restrictions with availability of NCCP in person. There are online and home study NCCP courses.

https://viasport.ca/courses/?_course_format=online

https://viasport.ca/courses/?_course_format=home-study

<https://edu.swimming.ca/index.php?page=245>

Following are the CBSC hiring requirements/recommendations for Head Coaches in 2024:

Head Coach Comp Swimming: Required- NCCP Fundamentals Swim Coach (Swim 101) - certified or trained and in the process of obtaining certification; Required - Make Ethical Decisions;

Head Coach Comp Water Polo: Required- NCCP Make Ethical Decisions; Recommended - NCCP Design a Basic Sport Program; NCCP Planning a Practice; Community or Regional Referee Certification;

Head Coach Artistic Swimming; Required- NCCP Make Ethical Decisions; Recommended - NCCP Design a Basic Sport Program; NCCP Planning a Practice;

Head Coach Developmental Swimming: Required- NCCP Make Ethical Decisions; Recommended - NCCP Design a Basic Sport Program; NCCP Planning a Practice;

Head Coach Triathlon: Recommended- NCCP Make Ethical Decisions; NCCP Design a Basic Sport Program; NCCP Planning a Practice;

Head Coach Volleyball: Recommended- NCCP Make Ethical Decisions; NCCP Design a Basic Sport Program; NCCP Planning a Practice;

Head Coach Developmental Water Polo: Recommended- NCCP Make Ethical Decisions; NCCP Design a Basic Sport Program; NCCP Planning a Practice;