

# HIRING A COACH

## Guidelines Only

DETERMINE CLUB PARAMETERS	
What programmes will you be offering?	Competitive, Recreational, Learn to Swim OR a combination
How many coaches will you need for each programme?	This will vary based on: amount of pool time/schedule, number of swimmers, ability/level/age of the swimmers (how many groups will you offer)
What type of coach do you need?	<u>Head Coach</u> <ul style="list-style-type: none"> <li>• Reports directly to the Club Executive</li> <li>• Responsible for the supervision of the coaching staff, ensuring planning is meeting the expectations of the year plan</li> <li>• Works with the Club Executive on programme and athlete development</li> <li>• General planning/yearly planning</li> <li>• Likely have their own group</li> </ul>
What qualifications are you looking for?	At minimum, coaches should be required to: <ul style="list-style-type: none"> <li>• Be a member of Swimming New Zealand</li> <li>• Be a member of New Zealand Swim Coaches and Teachers (NZSCTA)</li> <li>• Have completed a Swimming New Zealand Coaching qualification.</li> </ul>
What will the club pay the coach?	<ul style="list-style-type: none"> <li>• Every club should establish a payroll scale that outlines wages based on experience and type of job (head coach vs. assistant coach)</li> <li>• Wages should take into consideration things such as: on deck time, planning time, competitions</li> <li>• Is the club prepared to offer a raise in wage?</li> </ul>
Things to consider	<ul style="list-style-type: none"> <li>• Partial certification at the next level</li> <li>• Increase in years' experience</li> <li>• Coaches are responsible for notifying the Treasurer and providing appropriate documentation. The Treasurer and Head Coach to prove that partial certification or full certification at the next level has been achieved.</li> <li>• Does the club budget for coach education opportunities?</li> <li>• Does the club allow coaches to miss trainings to attend coach education?</li> </ul>
Volunteer Coaches	<ul style="list-style-type: none"> <li>• If your club has volunteer coaches that assist your paid coaches, you should establish whether you will be providing them with recognition and include it in your Coach remuneration policy.</li> <li>• Volunteer coaches need to meet the minimum requirement for coaches (your club to decide) certification</li> <li>• Gift vouchers, club attire or reduced registration fees may be some appropriate recognition for these individuals.</li> </ul>
What will the club relationship be?	<ul style="list-style-type: none"> <li>• <b>Employee – Employer:</b> employee is taxed on income gained from employment, there is a contract and the agreement is considered exclusive, unless stated otherwise</li> <li>• All IRD deductions are deducted by the club and forwarded to IRD</li> <li>• <b>Independent Contractor</b> – Coach is responsible for paying their own tax</li> </ul>

HIRING PROCESS	
Advertise	<ul style="list-style-type: none"> <li>• Prepare a '<i>coach wanted ad</i>', that includes training times, programmes, expectations, minimum qualifications, application deadline and contact person.</li> <li>• Provide to Swimming Otago, Swimming New Zealand and NZSCTA to post on their website, free of charge.</li> </ul>
Interview	<ul style="list-style-type: none"> <li>• Establish a committee of about three people (at least one of whom is a member of the executive) to be involved</li> <li>• Determine questions that will best separate one coach from another</li> <li>• Upon receipt of applications check references and verify qualifications</li> <li>• Qualifications can be verified by asking the coach to submit proof such as their certificate or by contacting SNZ</li> <li>• Review the applications and determine which applicants are a close enough fit to warrant an interview</li> <li>• If a candidate does not meet the clubs requirements, contact the individual and thank them for their application. Also let them know that based on their application they do not meet the club requirements.</li> <li>• Prepare a document containing background information from your club and send it out to coaches you will be interviewing. This will help them understand the club and potentially help them answer questions during the interview. This will also give the club an indication if the coach is truly interested in your club.</li> <li>• Each person should have a copy of the questions which will be asked with enough space below each question to write down the responses of the person being interviewed.</li> <li>• Depending on the positions to be filled and the applicants available keep in mind that interviewees may be candidates for more than one position</li> <li>• The hiring committee needs to review and compare notes on each candidate</li> <li>• Have an executive member contact the successful applicant</li> <li>• Have the hiring committee follow up with the unsuccessful candidates</li> <li>• Offer them a brief critique of their performance in the selection process</li> <li>• Offer a brief rationale as to why they did not fit into the club requirements</li> </ul>
Sample Interview Questions	<p><b>Head Coach</b></p> <ul style="list-style-type: none"> <li>• Why did you apply for the head coach position and what experiences have prepared you for this position?</li> <li>• Do you have experience supervising other coaches, are you comfortable doing so? Elaborate on your experience</li> <li>• How would you evaluate an athlete's improvement and general club progressions?</li> <li>• If the club chooses another applicant for the head coach position, would you consider an assistant coach position? (if this is available)</li> <li>• Based on the background information of the club, would you be able to work with the current programme outline or would you prefer a different outline? Elaborate</li> <li>• What would you do with an athlete that showed substantial improvement in competition performance and/training?</li> <li>• What kinds of things would you do to motivate the athletes both during training and going into competition?</li> </ul> <p><b>General Questions</b></p> <ul style="list-style-type: none"> <li>• Do you have coaching experience in other sports?</li> <li>• What is your education in coaching and other related areas?</li> <li>• Are you comfortable talking to parents?</li> <li>• What are your expectations of parents at competitions? What are your expectations of athletes at competitions? (general behaviour and performance)</li> <li>• How do you handle conflict; between swimmers, between parents and coaches, between coaches and swimmers, the interviewer may provide an example situation.</li> <li>• What has been the biggest challenge you have faced as a coach and how did you overcome it?</li> <li>• What do you like about coaching swimming and what would you consider your strengths to be?</li> <li>• What do you like least about coaching? Why?</li> <li>• Looking at the training schedule, do you see any other work or personal commitments conflicting with the club?</li> <li>• How would you establish and communicate goals for every swimmer?</li> <li>• What are your salary expectations?</li> </ul>

CONTRACT CLAUSES	
Terms and Conditions of Service	<ul style="list-style-type: none"> <li>• Length of the contract (set an end date or specific term of employment)</li> <li>• Expectations for the job</li> <li>• Equipment, facility time and assistance</li> <li>• Performance standards or incentives</li> </ul>
Review periods	<ul style="list-style-type: none"> <li>• A review period should be specified and where possible, the evaluation/assessment methods to be used should be included</li> </ul>
Termination	<ul style="list-style-type: none"> <li>• Grounds for termination should be clearly outlined</li> <li>• Ground for termination include lack of performance, unethical behaviour, fraud or dishonesty, failing to comply with the rules and regulations of the employer</li> <li>• A notice clause should be included to indicate the notice given (can range from 30–90 days)</li> <li>• For breach of contract a cure period should be included to indicate the period of time in which the coach is allowed to correct a mistake. A cure period does not apply to cases of fraud or dishonesty</li> <li>• May include severance package clause, a confidentiality or non-disclosure agreement</li> </ul>
Mediation/arbitration	<ul style="list-style-type: none"> <li>• A mediation process should be outlined in the contract to cover any disputes that may occur ensuring an obligation for both parties to resolve conflicts</li> </ul>
Record keeping	<ul style="list-style-type: none"> <li>• Indicate any record keeping that is required of the coach such as times from meets or time trails</li> </ul>
Vacation	<ul style="list-style-type: none"> <li>• This clause should specify time allowed for vacation days</li> </ul>
Maternity/parental leave	<ul style="list-style-type: none"> <li>• This clause applies largely to an independent contractor situation; therefore, it should be included in this scenario</li> </ul>
Disability	<ul style="list-style-type: none"> <li>• This clause outlines what happens if the coach gets sick or injured while on the job</li> </ul>