

Request for Contractor Applications Introduction to the Sport of Swimming Program Swim Coach

Personnel Support Programs (PSP) at the Canadian Forces Base Kingston is looking to contract a position for **SWIM COACH** for a children's "**Introduction to the Sport of Swimming**" recreation program to be run at the Kingston Military Community Sports Centre Pool during the 2024/2025 school year. This contract is for one year with the option to extend to a second and third year as appropriate.

Program Goal and Description

The "**Introduction to the Sport of Swimming**" program goal is to bridge the gap between Lifesaving Society swim lessons and a potential future as an athlete in the sport of swimming in a recreational environment. More specifically, within **Long Term Athlete Development Model**, where the Lifesaving Society Swim Lessons supports the Active Start stage, this program falls under the **FUNDamentals stage** as it is an introduction to the sport and introduces basic movement skills, agility, balance and coordination. The Introduction to the Sport of Swimming is intended for children between the ages of 5 and 8 with Lifesaving Society Swimmer 3 or equivalent being the recommended swim level.

Program Description

This program is for the confident beginner swimmer wishing to move beyond swim lessons and learn about the sport of swimming. This group will learn basic swimming skills, develop, and master freestyle and backstroke drills over 12.5m repeatedly, usually in the leisure pool or the shallow end of the lap pool.

The course will be led by a qualified swim coach who will establish a program plan that builds on itself to support the child's individual growth in swimming at their pace in a fun and social atmosphere. The course includes an end session unsanctioned In-House Swim Meet for those that wish to participate, along with an end session social activity, which may take place together. A few Fun Days will be included in each session, where the kids have an opportunity to do swimming games.

This program is 45 minutes in length for each swim practice, with two swim practices per week. The program runs over the 2024/25 School Year from end September 2024 until the end of May 2025 with three 8-week sessions. See the Schedule section below for dates and times.

Qualifications and Experience

Minimum Swim Canada Level 1 Swim Coach Certification.***

Other:

Vulnerable Sector Screen that is valid through the entire contract (end Sep 2024 until 15 June 2025).

English required (French an asset)

High Five (an asset) and/or High Five Sport (an asset)

First Aid/CPR

***Those applicants in process of obtaining any of the above certifications or courses may be considered based on the applicant pool. Please be certain to clearly identify this in your application.

Duties and Responsibilities

The SWIM COACH Contractor will be responsible for the following:

- 1) Developing and delivering an annual coaching plan to introduce children between the ages of 5 and 8 to the sport of swimming that is sound, safe and effective. The program plan must include the following criteria:
 - a) The program plan must be fun, varied, and follows a solid skill development approach with sound technical backing.
 - b) The program plan must motivate and support the individual participants through regular evaluations and both individual and team experiences.
 - c) The program plan will need to be broken into 3 X 8-week sessions (approx. 48 practices total over the year, including 3 unsanctioned fun in-house swim meet and social opportunity at the end of each session). Some participants may drop out and new participants may join so the program must be flexible enough to support these small additions and deletions.
 - d) The program must be deliverable in both a leisure pool as well as the shallow end of a lap pool.
 - e) The program must evaluate each swimmer's progress based on age and skill appropriate measures and include an end season report card for each child.
- 2) Mentoring of Swim Instructors assigned to the program by PSP. They are there to support the contractor in the delivery of the program plan during the swim sessions. Together the contracted coach and PSP Instructor will make up the "Coaching Team".
- 3) Setting up and cleaning up before and after sessions and doing so in a timely manner that does not affect other programs being run in the facility.
- 4) Completing all administrative work required of PSP including, but not limited to, attendance, invoicing, program plan submission, accident/injury reports, personal payment information, etc.

- 5) Fostering positive and professional relationships with kids, parents, and PSP staff. Maintain a professional image at all times.
- 6) Working with other instructors and coaches in a co-coaching environment.
- 7) Implementing appropriate risk mitigation practices in the program plan, playing by and enforcing facility rules, and reporting any issues to the PSP organization in a timely manner.
- 8) Dressing and conducting oneself in an appropriate and professional way at all times in the water and in the base facilities.

Experience

The contracted coach must be able to demonstrate they have experience in the following areas:

- a. Swimming instruction and/or coaching with strong technical experience in the sport of swimming for the beginner swimmer. This means having an understanding of all aspects of applicable coaching content and teaching methodology; explain, demonstrating, teaching and evaluating skills and techniques at all levels of swimming ability for a variety of learners.
- b. Organizing and delivering a swimming program and/or annual swimming plan.
- c. Working with children between the ages of 5 and 8.
- d. Evaluating individual swimmer's needs and adjusting individual programs and instruction approaches to meet the needs of each child based on their skill level.
- e. Balancing fun programming with skill development.
- f. Communicating effectively and in a timely manner with PSP staff on the pool deck, PSP organizational representatives, program children and their parents.
- a. Running an unsanctioned in-house Swim Meet.
- b. Applying risk management practices and following facility emergency procedures.
- c. Working within the military community and with military families (an asset).

Successful Contractor Attributes

The successful contracted coach must be able to demonstrate they have the following attributes:

- a. Team player with exceptional leadership and communication skills in a way that creates a positive and encouraging environment for the program.
- b. Willingness to work within the expectations of the PSP Organization to ensure the PSP program requirements are met.
- c. Willingness to work with other coaches to provide some team building activities between other swim sport groups, like the in-house meet.
- d. Proven understanding of appropriate risk management factors for an aquatic environment.

Contract Value

This contract pays \$4,200.00 total for all three sessions.

This contract value is an all-inclusive payment and takes into account program prep time, coaching time on deck, and three in-house meets. Changes to the fee are not negotiable.

Schedule

Session Dates (estimates only):

- a. Session 1: Last Week September 2024 to end November 2024
- b. Session 2: December 2024 to end February 2025
- c. Session 3: March 2025 to end May 2025

Each Session ends with an unsanctioned In-House meet which will run on a Saturday or Sunday.

Tuesday and Thursday 17:00-17:45 and 18:00-18:45 (2 groups)

Please note that the schedule is subject to change based on enrollment. As such, if the program is dropped to 1 group the contract payment will be reduced accordingly.

Application Requirements

Email fisher.avery@cfmws.com with your intent to apply. It is recommended that you include the following for your best chance to be the successful contractor.

- 1) Resume – must demonstrate qualifications and experience appropriate for the coaching position as outlined in this document.
- 2) Proof of Coaching Qualification (copy of NCCP transcript).
- 3) Interview – Only those that make the short list will be contacted and offered an interview.

Should you move on to the interview stage, you will be required to provide the following at that time:

- 4) References – One from an organization or head coach who you have worked for in the past that could attest to your ability to deliver this program from a technical perspective. A second reference who you feel could speak to your approach with children and ability to work as a team with other adults and organizations. If you can provide one reference, that can speak to both, that is acceptable.

Evaluation Criteria

	Maximum Points Awarded
Resume	/10
SHORT LIST TOTAL	/10

Interview (short listed only)	/10
References (short listed only)	/10
FINAL SCORE	/30

Deadline for Bid Submission

All coaches interested in submitting a bid to be considered for the contract position of Coach for the “**Introduction to the Sport of Swimming**” please email: fisher.avery@cfmws.com. Only the successful candidate will be contacted. Thank you for your application. Deadline date is August 18, 2024, at 23:59

A team bid could be accepted provided that each team member meets the qualifications and experience, that one member of the team’s bid accepts the role as Primary Contractor, that each team member notes their own references in the bid, and that the addition of a team member in the bid does not result in an increase in the fee. The Primary contractor should be the contact point for the bid process (although both would be expected to attend an interview together if shortlisted) and will be the person responsible for invoicing the full contract fee.