

Request for Contractor Applications
Stroke Development and Advanced Stroke Development Swimming Programs
Swim Coach

Personnel Support Programs (PSP) at the Canadian Forces Base Kingston is looking to contract a position for **SWIM COACH** for children's "**Stroke Development**" recreational swim programs 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 "**Stroke Development**" swimming programs are part of our Toddler to Teen Swimming Strategy. This program provides children ages 8 and up an opportunity to continue developing their technical swimming skills with the specific goal of increasing their knowledge of different strokes and expose them to these strokes at increasing distances. This program fits into the **Long Term Athlete Development Model** at the **Learn to Train (L2T)** stage. It does this by providing a recreation program that is increasingly challenging and provides progressive experiences in the pool. This program is great for kids that are thinking about becoming an age-group competitive swimmer in the future and are interested in learning more about the different swim strokes and fine tune their stroke skills under a qualified coach.

This program, with sufficient registration, will run both a "**Stroke Development**" and an "**Advanced Stroke Development**" group. The successful contractor will run BOTH groups under the same contract. The scope of both programs are described below.

Program Descriptions

Stroke Development - This program is for those youth swimmers wishing to increase the distances covered for freestyle and backstroke drills and continue to progress their skills and endurance using the full length of the lap pool. Swimmers will be introduced to breaststroke and butterfly strokes and will work to perfect their kick.

Advanced Stroke Development - This program is for swimmers who are seeking to further develop their skills in all four strokes (Freestyle, backstroke, butterfly, and breaststroke), starts, and turns with the goal of improving times throughout the sessions and at the unsanctioned in-house meet at the end of each session.

Both courses will be led by the same 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 programs include 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 1 hour in length for each swim practice, with three 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 2023 until 15 June 2024).

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 stroke development coaching plan for children 8 and older 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 a 25m 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 for all swim strokes (including starts and turns). 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 ages 8 and older.
- 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 \$7200.00 total for all three sessions to program for both groups (Stroke Development and Advanced Stroke Development).

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.

Monday, Wednesday, 18:30-19:30(early practice) and 19:30-20:30(late practice)
Friday 19:00-20:00 (all groups at same time)

Please note that the schedule is subject to change based on enrollment.

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 “**Stroke Development and Advanced Stroke Development**” 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.