

Request for Contractor Applications Teen Fitness 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 "**Teen Fitness Swimming**" recreational 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 "**Teen Fitness**" swimming program goal is part of our Toddler to Teen Swimming Strategy. This program provides children between the ages of 13 and 17 with an opportunity to continue developing their swimming skills and overall fitness in an aquatics environment. This program will contain both pool and dryland training. This program fits into the **Long Term Athlete Development Model** at the **Learn to Train (L2T)** stage and focus on fostering a mindset of Fit for Life/Active for Life with the potential of giving back to the sport. It does this by providing a recreation program that is increasingly challenging and provides progressive experiences in the pool. This program is great for teens that no longer wish to be part of a competitive program, wish to remain a multi-sport athlete and keep swimming as one of those sports, want to keep up their lifesaving certification fitness level, or simply wish to add more training to their fitness regime.

Program Description

This program is for teenage swimmers who wish to participate in structured swim practices where they will work on stroke technique and dry land fitness training. Membership in this group requires the ability to swim 100m consecutively and swim front crawl, back crawl, and have basic skill in whip kick.

The course will be led by a qualified swim coach who will establish a program plan that builds on itself to support the teen'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. A few Fun Days will be included in each session, where the kids have an opportunity to do swimming games.

This program is 1.5 hours 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 and at least 2 years of coaching experience of a similar "Introduction to sport of swimming" program.

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 develop basic swimming and strength and conditioning skills for children between the ages of 13 and 17 that are 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 in swim stroke development and strength and conditioning. 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 13 and 17.
- 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 \$3,600.00 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.

Weekly Training Sessions take place Tuesday and Thursday 19:00-20:30 (1.5 hour practices)

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, Proof of Registration with Swim Canada, and proof of insurance.
- 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 aspects, that will be accepted.

Evaluation Criteria

	Maximum Points Awarded
Resume	/10
SHORT LIST TOTAL	/20
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 “**Teen Fitness**” 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.