



Boat Club Head Coach

Job Description

The Boat Club Head Coach role incorporates the standard duties of a head coach with the additional responsibilities related to supporting students, casual coaches and maintaining the equipment of Pembroke College Boat Club (PCBC). This reflects the significant expansion of the club's training activities and engagement with national and international competitions as a result of the club's growing membership.

The Boat Club Head Coach reports formally to the Sports and Sustainability Manager but will liaise to a greater extent with the Boat Club President and Captains to facilitate the day-to-day running of the boat club.

Responsibilities

I. Coaching

I.A – Water Training. The Head Coach will coach water sessions during term (0th week – 8th week) which will be split into sessions of ~1.5 hours, timetabled in accordance to OURCs river closures, proctor's restrictions and student availability. As such, these sessions usually take place on weekday mornings usually between 06.00-08.00, two sessions on each weekend morning typically between 08.00-12.00 and occasionally on selected evenings in the summer term between 17.00-20.00. Typically, captains will agree with the Head Coach a provisional schedule for water sessions for the 8 weeks of term ahead of time. Out of term time there will not be an expectation to coach regular water or land sessions, but ad hoc sessions may be requested, and these can be coordinated on an individual basis with the Head Coach. During water sessions the Head Coach will follow rowers either on a coaching launch or on a bike depending on the location, running the session and providing feedback. This will also involve team talks before and after the session. The Head Coach also is expected to take videos of the crew (subject to student consent) for analysis and provide feedback on technique to individuals.

Pembroke College Boat Club trains in two locations on the River Thames; Godstow, launching from Bossom's Boatyard, and on the Isis launching from Boathouse Island via Christchurch Meadow. The senior crews predominantly train at Godstow and as it is expected that the Head Coach will predominantly coach the senior men's and women's crews, it is anticipated that most water sessions will be conducted at Godstow. The Head Coach will also be expected to coach lower/novice crews from time-to time.

I.B – Land Training. Secondary to water training, the Head Coach will also proactively run select gym-based training sessions; these typically include ergs,

weights, and circuit sessions. Typically, the club runs 2-3 ergs a week on consistent, pre-determined weekdays, wherein students attend at allotted time slots between 16:00-19:00 to complete the training session. The Head Coach will be present for at least the hard erg and one other training erg each week in order to coach students through the erg. For novices, this may involve technique advice, and for seniors this may involve managing athletes' goals and specific training needs. The Head Coach should also attend at least one other gym session a week. This may be to catch up with athletes at circuits or to help advise athletes on proper and safe technique during weightlifting, as well as developing appropriate individualised training plan goals.

I.C – Training Plans. Each term and each vacation period, the Head Coach will devise, in collaboration with the Men's and Women's Captains, a training plan in the build-up to the main inter-college races. These training plans will include detailed plans for high, medium and low intensity sessions for those both in and outside of Oxford in order to adequately prepare the students for races. These will also include stretching, warm up and core strength routines. It is expected that these are produced in good time at the beginning of each term / vacation to allow athletes to make the most of their training opportunities.

I.D – Selection. Utilising their knowledge of the crews through the coaching carried out throughout term, the Head Coach will collaborate with the captains and casual coaches to select crews and coxes for races. It is anticipated that these decisions will come with difficult conversations between the Head Coach and students who may have not been selected for their desired crew; it is expected that the Head Coach is able to hold these conversations promptly and in a sensitive manner, signposting the student in question to further welfare support if needed. It is expected that crew selection is carried out swiftly at the beginning of the Hilary and Trinity terms (January and April respectively) and outcomes communicated promptly and professionally to the whole club.

I.E – Athlete Mentorship. Outside of sessions, the Head Coach will provide mentorship to those who would like to further their sporting efforts or are going through the Oxford University (Blues) team selection process. This will include one-on-one sessions where the athlete and Head Coach discuss potential goals and develop personalised training targets to help their progression. This will include going over videos that have been collected during water sessions, as well as considering previous training achievements that may or may not have been met.

I.F – Casual Coach Coordination. PCBC also employs additional assistant and finishing coaches on casual contracts. Whilst the level of resource of casual coaching available within budget is determined by the President, the Head Coach will function as their day-to-day supervisor and collate feedback from them after sessions so that there is continuity between the coaches. The Head Coach is expected to liaise with the President and Captains to determine the water sessions for which they are best used. These casual coaches also collect videos for analysis, which can be looked at by the Head Coach. This is particularly important for identifying promising novice rowers early on, and will aid in making selection decisions

I.G – Training Camp. The Head Coach will attend a 6-8 day training camp during one of the vacations (typically the easter vacation, with the camp typically occurring in the last weeks of March or first weeks of April). This camp will involve approximately 20-30 members of the club travelling to an international rowing facility (typically in mainland Europe, past locations have included Tilburg and Lake Bled). During this camp, the Head Coach will lead an intensive water training program. The Head Coach is required to attend all days of the camp. Depending on the nature of the camp and availability of the Boatman, the Head Coach may be required to trailer boats to and

from the camp. The dates of the camp will be agreed by the President and the Head Coach at least 3 months in advance. The cost of economy travel (coach/plane tickets), accommodation, facility access, and one meal per day will be covered by PCBC.

I.H – Strength & Conditioning Research. In order to provide the best coaching advice, the Head Coach will also devote time to keeping up to date with advancements in exercise science and coaching methodologies.

I.I – Non-Rower Sessions. With a view to increase the access of the boat club to more members of college, the Head Coach will also organise and run an annual staff rowing session, circuit training sessions for non-rowing college members, and corporate/summer school rowing sessions in the summer vacation.

II. Maintenance

II.A – Fleet Maintenance. While the boat club already employs a Boatman, occasionally the workload can exceed the capacity of the Boatman's available hours. The Head Coach may be able to take some of the responsibilities of the Boatman in dealing with some repair jobs in order to assist with the workload. The Boatman, President and Head Coach will collaboratively coordinate the timing of repairs to line up with the training requirements of the boats. Executive decision-making on the coordination of repairs lies with the President and any decisions that incur financial cost must be agreed by the President in advance. It is essential that the Head Coach, President and Boatman all have a consistent and up-to-date overview of the status of the fleet.

II.B – Facility Maintenance. It is the responsibility of the Head Coach to monitor the boat club facilities to ensure that it is a safe place for students to use. The boat house is cleaned once per week by College scouts during term time but the Head Coach may be required to undertake additional light cleaning on an ad-hoc basis, particularly ahead of land training sessions. The Head Coach should also highlight any maintenance works to the College Maintenance team.

II.C – Equipment Maintenance. Much of the equipment kept at the boathouse requires consistent care to ensure that it is safe and functional. The Head Coach will work with college, club members, and the Boatman to ensure that the equipment in question meets these standards. This includes, for example, arranging servicing and calibration of ergometers, and checking gym equipment is safe to use and flagging when it is not to the President, who can then replace the equipment.

II.D – Launch Maintenance. In addition to the boat fleet, the boat club also has two coaching launches used by the coaches during water sessions. These also require maintenance, and the Head Coach will take the role of monitoring the safety and usability of these craft, organising annual servicing to the craft as well as ad-hoc fixes if necessary. The Head Coach can attend an external training course to allow servicing of the launch craft to be undertaken in-house. It is expected that the Head Coach will purchase fuel for the launches (normally required 4-6 times per year) for which they will be reimbursed.

III. Miscellaneous

III.A – Trailering. The Head Coach will ideally be able to tow a trailer carrying boats. This is essential to allow the boat club to attend external events. This will be achieved ideally by using the Head Coach's own vehicle; PCBC will cover the cost of installing a tow-bar should this be required. Trailering will be reimbursed at a standard rate set by Pembroke College (55p/mile without trailer, 85p/mile with trailer) that covers

the cost of fuel and contributes towards tax and wear and tear on the vehicle. If use of the Head coach's own vehicle is not possible, it may be feasible to hire a vehicle, the cost of which would be covered by the boat club.

Trailing duties are shared between the Head Coach and the Boatman with the boatman fulfilling most of the boat club's trailing requirements. Regardless of trailing, it is expected that the Head Coach will accompany the club to all external regattas they attend on an annual basis. Working hours on these days will contribute towards overall weekly hours and travel will be reimbursed. The list of external regattas the club regularly attends currently includes:

- Upper Thames Autumn Head or Gloucester Head
- Wallingford Head
- Quintin Head
- Head of the River
- Women's Eights Head of the River
- Bedford Regatta
- Henley Royal Regatta / Henley Women's Regatta

III.B – Polling Off. The Head Coach will 'Poll Off' for PCBC during Torpids and Summer Eights races. This requires the Head Coach to be present for the start of all races in which a PCBC crew is racing for all four days in both events. The Head Coach is entitled to poll off non-Pembroke crews in divisions where Pembroke are not racing should they wish, but Pembroke College are not liable to reimburse for this undertaking. Whilst the novice regatta does not involve polling off, it is anticipated that the head coach will attend to bank ride the Pembroke racing crews.

III.C – College Events. The Head Coach is warmly invited to, though is not obliged to attend, PCBC college events. These include termly three course, formal dinners held in hall after the inter-college races, a breakfast with the first Eights during Summer Eights as well as the Pimm's Party event in early Trinity term. The Head Coach may also be invited to attend boat club alumni events at the discretion of the President.

III.D – Personal Training. The Head Coach should be adequately trained in order to be able to cope with the demands of a university coaching role. This includes but is not limited to: first aid, health and safety, mental health awareness, and strength and conditioning training.

Hours/Contracting

An average of 25 hours per week for 52 weeks, with the expectation that the Head Coach will work more intensively during terms times.

As a rough guide, it is anticipated that during term time (3 terms of 8 weeks, 24 weeks total) the head coach will work approximately 35 hours per week, whilst out of term time (the remaining 28 weeks of the year) the Head Coach will work approximately 15 hours per week. It is expected that during term time, coaching will take priority over all other duties. There is flexibility in where hours are taken so long as the core activities of the club (training and racing) are not compromised. In the weeks leading up to inter-collegiate racing, training sessions typically intensify and there may be up to 25 hours of water sessions in the weeks immediately before.

During the two university bumps racing weeks (Torpids in March/April and Summer Eights at the end of May) the Head Coach will be required to work from 10:00-18:00 Wednesday to Friday and 11:00-19:00 on Saturday. Where excessive hours are worked in term time, it is anticipated that these will be taken off in lieu out of term time. The Head Coach will have one weekday per week that is nominated as an 'off day' where no training sessions are scheduled. Historically this has been Fridays, however there is flexibility with when this is taken provided the core activities of the club are not compromised.

Outside of term time, the demands are significantly reduced. With many students away, fewer outings are organised, and maintenance demands are less. Nevertheless, there are usually students around who may seek ad hoc coaching with sufficient notice. It is anticipated that the Head Coach will be more focused on project work and admin tasks during these periods, as well as non-rower sessions during the summer vacation.

The Head Coach must complete a timesheet which is submitted on a monthly basis to the Sports and Sustainability Manager by the 5th of every month. Fortnightly meetings with the President and Sports and Sustainability Manager during term time to discuss current workload, review the intensity and distribution of hours worked and make appropriate adjustments accordingly.

Holidays must, where possible, be taken outside term time unless otherwise agreed with the Boat Club President and Sports and Sustainability Manager. Reasonable term-time requests submitted in good time (ideally before the start of term) will not be denied without good cause provided the core activities of the club aren't unduly compromised. All holiday should be formally communicated to the President and Sports and Sustainability Manager by email a minimum of 2 weeks in advance

It is anticipated that, given the post is less than full time, the Head Coach may wish to undertake other contracted work in the hours where they are not contracted to work for Pembroke College Boat Club. This is acceptable so long as other contracted work again does not compromise the core training and racing activities of the club.