



## **Aquatic Sports Association of Jamaica (ASAJ)**

### **National Coaches Selection Criteria and Terms of Reference**

The purpose of this document is to outline the criteria and process for the selection of National Team Coaches to represent Jamaica at regional championships. These criteria are designed to ensure a fair, transparent, and performance-driven selection process that aligns with ASAJ's high-performance objectives and athlete-centered philosophy.

#### **1. Guiding Principles**

- Athlete welfare and performance excellence
- Fairness, transparency, and objectivity
- Alignment with ASAJ's Long-Term Athlete Development and High-Performance frameworks
- Team cohesion and professionalism
- Representation of Jamaica with integrity and respect

#### **2. Eligibility Requirements**

To be considered for selection, a coach must:

- Be a Jamaican citizen or a resident of Jamaica for the minimum of twelve (12) consecutive months within the applicable calendar year and be duly employed as a swimming coach by the registered ASAJ-affiliated organization before the end of the first full week of January in the applicable calendar year.
- Jamaican citizens must hold a valid Jamaican passport. Jamaican residents must hold a valid passport that satisfies international travel and visa processing requirements.
- Be a fully registered coach and member in good standing with the ASAJ by the registration deadline before the end of the first full week of January in the application calendar year.
- Hold a valid and current coaching certification recognized by ASAJ. Head Coach: Must hold a minimum of ASCA Level 3 or World Aquatics Level 2 coaching certification. Assistant Coach: Must hold a minimum of ASCA Level 3 or World Aquatics Level 1 coaching certification. Applicants with coaching certifications from other recognized bodies may be considered, subject to a review process to assess equivalency with the required ASCA or AQUA certification standards.
- **Head Coach(es):** Must have at least two (2) swimmers who have met the requirements for National Team selection based on the first published rankings for the applicable calendar year for the championships being applied for. Appointment shall be determined prior to the final team selection.
- **Assistant Coach(es):** Must have at least one (1) swimmer selected to represent Jamaica at the Swimming Championships that they have applied for the position. Appointments may occur before or at the time of final team selection.



- Have no outstanding disciplinary action pending against him/her or currently under suspension from the ASAJ or under investigation for a criminal offence or has previous infractions of the ASAJ's Code of Conduct.
- Have been actively engaged with the National Squad Programme during the prior year and commit to continued involvement for the during the applicable year for which appointment is sought.
- Have formally declared their availability for appointment by the specified deadline by completing and submitting the official declaration form, thereby communicating their interest to the Vice President responsible for Swimming via the Secretariat. Coaches who fail to complete this process by the stated deadline may not be considered for appointment to the event.
- Applicants for the position of Head Coach must demonstrate prior experience in coaching national teams at the regional and/or international level(s).
- Agree to abide by all ASAJ Codes of Conduct National team policies

### 3. Appointment

- The composition of the National Coaching Team shall be determined by athlete numbers and the related competition allowances for officials, as well as by budgetary considerations. The team may include one or two Head Coaches and the appropriate number of Assistant Coaches.
- All coaching applicants will be vetted for eligibility against the published criteria by the Chair of the Technical Committee.
- Final selection and ratification of the Head Coach and/or Assistant Coach shall be made by the ASAJ Council.

### 4. Athlete Access, Communication & Approval

- Selected coaches are required to allow appropriate and reasonable direct access to athletes and their respective home coaches for purposes related to performance, athlete welfare, and team coordination. All communication and access must follow established protocols and receive **prior written approval from the Head Coach before the team's departure**. No access shall be permitted without such approval, and all approved arrangements must be respected for the duration of the team's engagement.

### 5. Financial Responsibilities

- The ASAJ will outline covered expenses to appointed coaches once the team has been selected and the final budget has been approved.

## Terms of Reference



### **Head Coach**

The Head Coach is responsible for technical preparation, race strategy, athlete communication, and reporting. Coach selection must always prioritize the best interests and welfare of the swimmers; coaching development opportunities must not compromise athlete care or performance. He/she must be available for the full duration of the championships.

At competition, swimmer welfare is paramount. The Head Coach must provide technical, motivational, and emotional support, communicate effectively with team staff and technical officials, and be familiar with World Aquatics (AQUA) rules and procedures, including the submission of protests when required to protect athletes' rights.

The Head Coach must provide a written report to the Technical Committee within 2 weeks of the completion of the championships, to include an analysis of results and recommendations for future competitions.

### **Assistant Coach(es)**

Assistant Coaches support athlete preparation and competition delivery, working collaboratively with the Head Coach and team staff to ensure consistent technical direction and athlete welfare.

### **National Coaching Duty**

Coaches appointed to national duty must coach all swimmers impartially and in the best interest of the team. When serving in a national role, responsibility is to the team, not individual athletes. Respect for club coach–athlete relationships is mandatory, and national coaches must uphold professional boundaries and collaboration at all times.

## **Amendments**

The ASAJ reserves the right to amend these criteria in the best interest of the National Team, subject to timely communication of any such amendments to all eligible coaches.

Approved by: Aquatic Sports Association of Jamaica (ASAJ)

Effective Date: January 14, 2026