



Technical Director Job Description

Technical Director

Permanent

Hours per Week: Fulltime. 100% FTE, 35 hours per week

Job Overview

The Technical Director (TD) serves as the professional team leader and coach of coaches within Saskatchewan Artistic Swimming. This pivotal role supports the development of coaches and athletes across grassroots levels—including provincial, recreational, Masters, and Athletes with a Disability. The TD designs and delivers strategic programs that foster technical excellence, inclusive growth, and long-term athlete development throughout the province.

Core Responsibilities

Coach Development

- Design and deliver NCCP and non-NCCP training programs to recruit, educate, and retain coaches.
- Ensure compliance with NCCP certification standards and monitor coach credentials via the NCCP Locker.
- Track Professional Development Points and Safe Sport certification in alignment with Sask Sport and Canada Artistic Swimming (CAS) requirements.
- Annually deliver AquaGO! and Competition Introduction courses*, host 3–6 coach webinars and facilitate ongoing professional development.
- Plan and deliver the bi-annual Coach/Judge Conference in collaboration with the Coaching and Officials Committees.

***NOTE:** Learning facilitators are compensated at \$50/hour.

Athlete Development

- Lead planning and execution of the annual Athlete Development Camp and contribute to High Performance Camps.
- Collaborate with the Executive Director to develop budgets and set participant fees.
- Select clinicians and organize athlete groupings to ensure diverse and high-quality instruction.
- Support High Performance programming in coordination with the High Performance Director and Coordinator.
- Facilitate technical skill development and routine creation for the Summer Performance Team.
- Coordinate outreach opportunities and Gala performances in partnership with the Events and Communications Director.

Competitions

- Oversee all SAS-sanctioned competitions within Saskatchewan.
- Provide technical input for event packages and review registration summaries.
- Prepare and manage music files for competition routines.
- Attend all SAS competitions to observe, support, and provide feedback to grassroots coaches.
- Compile judges' figure comments into actionable coaching resources.
- Liaise with the Saskatchewan Games Council for Winter Games coordination.

Committees

- Act as staff liaison for the following committees:
 - Coaching
 - Competitions
 - Grassroots
 - Officials and Rules.

Administration

- Attend Annual General Meeting, Annual Planning Session and SAS Board Meetings as required.
- Maintain documentation for all core responsibilities and report regularly on progress.
- Prepare detailed reports for the Board and contribute to Sask Sport's annual follow-up on participation metrics.
- Administer SAS grants for clubs, coaches, and officials, including application tracking and payment coordination.

Outreach

- Support the development of new clubs with the goal of establishing one active club per sport district and in each community with an indoor pool.
- Drive membership growth in alignment with the SAS Strategic Plan.
- Deliver introductory clinics, development camps, and outreach initiatives.
- Create and maintain promotional and educational materials for volunteers, coaches, and parents.
- Collaborate with the Executive Director on outreach budgets and financial reporting.

Rules

- Partner with the Rules Committee to review and update the SAS Rulebook annually.
- Track rule-related inquiries and propose clarifications or changes.
- Participate in CAS's annual rule review to assess provincial impact.

Other

- Review and update technical content on the SAS website.
- Support volunteers and liaise with media as needed.
- Explore new program opportunities and cross-sport partnerships.
- Maintain relationships with CAS, other provincial bodies, Sask Sport, District Councils, and the Coaches Association of Saskatchewan.
- Any other tasks as directed by the Executive Director.

Skills and Requirements

- NCCP Competition Development certification (minimum requirement).
- Proven coaching experience in artistic swimming.
- Strong technical knowledge of CAS and World Aquatics rules.
- Exceptional communication and relationship-building skills.
- Detail-oriented with strong organizational and multitasking abilities.
- Proficient in Microsoft Office and adaptable to new technologies.
- Self-motivated and collaborative team player.
- Effective problem-solver with composure under pressure.
- Flexible schedule with availability for travel and evening/weekend events.

Location

This position may be based at the SAS office in Regina or remotely from anywhere within Saskatchewan.