

Position Evaluation for ASCA Job Service

(Revised Jan. 2017: Salary Adjustments. Minor update 051517)

American Swimming Coaches Association – 800-356-2722 – <http://www.swimmingcoach.org/jobservice/default.asp>

Job Service is Managed by Guy Edson gedson@swimmingcoach.org

The purpose of this Evaluation is:

- To inform the prospective employer how to provide a more attractive coaching position for their program
- To inform the prospective employer on salary standards
- To inform coaches about the desirability of each position that is listed.

The Method

Each parent-run club program interested in using Job Service to find a full time head coach is asked to complete this Position Evaluation. The first page (below) is basic team demographics. The second page will ask you questions about compensation, stability, and authority. As you complete the self-scoring second page you will see the score being developed. No further written evaluation is performed by ASCA.

When we post the position announcement at <http://www.swimmingcoach.org/jobservice/jscurrent.asp> we will post the scoring summary. ASCA Coach members are able to request a copy of this form from us.

While completing this form, you may want to refer to the booklet "Head Coach Position Evaluation."

Information Section (Please fill out as completely as possible.)

I. Basic Contact Information									
Club Name:	Humboldt Swim Club (HSC)								
Club Contact Name:	Ivy Breen								
Club Address:	PO Box 101								
City/State/Zip	Arcata, CA 95524								
Club Phone:	707-832-2364								
II. Demographics									
1] Population of immediate community:	60,037								
2] Population of surrounding area:	135,727								
3] Number of Swim Clubs within a 20 mile radius:	1 (HSC)								
4] Number of Swimmers in the LSC:	16,000								
5] Do you hire your coach as an independent contractor or an employee?	Employee								
III. Program Characteristics									
1] Number of active swimmers:	105								
2] Highest number of active swimmers in past 24 Months	116								
3] Highest level of competition attained by an active Swimmer with the club:	Olympic trials	Senior Nat	Junior Nationals or sectionals	Local JO Meets					
			X						
4] Scope of the Program: (List number of swimmers involved in the following programs):									
Learn to Swim	0	Novice Age Group	62	Advanced Age Group	23	Seniors	20	Masters	
5] Coach to athlete ratio:	Age Group: 1:21			Senior: 1:20					
6] Does the team host invitational meets?	No			How many per year?			0		
Does the team host dual meets?	No			How many per year?			0		
7] Summer Facilities available:	25 yard/mete	Yes		# of hours per week			25.5		
	50 meter	No		# of hours per week			0		
Winter Facilities available	25 yard/mete	Yes		# of hours per week			25.5		
	50 meter	No		# of hours per week			0		
Team office	No			Computer	Yes		Video Equipment	Yes	
8] Exercise room equipment:	Yes			What type? treadmills, steppers, elliptical, bike, gravitron, universal machine, dumbbells					
9] Does the team do "team travel" to some meets?	Yes								
10] Does the team have written goals and objectives?	Yes								
11] Does the program have volunteers who are active in the Local Swim Committee of USS?	Yes								
12] What is your total club budget for the past fiscal year?	\$160,000								

Evaluation Section Team Name Humboldt Swim Club

(Important: Is the evaluation a reflection of your current team status , or what you will offer?)

		Check	Pts	Score
I. Compensation (Revised January 2017)				
1. Base Salary, yearly	Under \$30,999		3	
	\$31,000 - \$34,999		5	
	\$35,000 - \$39,999		7	
	\$40,000 - \$49,999	X	10	10
	\$50,000 - \$69,999		15	
	\$70,000 - \$89,999		20	
	\$90,000 - \$119,999		25	
	\$120,000 and above		35	
2. Major Medical Insurance:		X	3.0	3
3. Dental Insurance:			0.5	
4. Professional Expenses				
	Swim meet expenses partial reimbursement		.5	
	full reimbursement	X	1.5	1.5
Professional Dues paid: (ASCA, USA Swimming, WSCA, etc.)		X	0.5	.5
Educational Fund:	\$500 - \$1,000 Yr.		0.5	
	Over \$1,000 Yr.	X	1.5	1.5
Interview costs paid:		X	1.0	1
Moving Expenses paid:		X	1.0	1
5. Paid Annual Vacation	Up to two weeks		0.5	
	More than 2 weeks	X	1.0	1
6. Incentive Opportunities Available:		X	5.0	5
Maximum possible points: 50 Will be scored as 5.0:			Score:	2.45
II. Club and Coach Stability				
1. Will the coach be under contract?		X	12	12
2. Will the contract be rolling/multi year?		X	5	5
3. Number of Head Coaches with the club in the past 5 years				
	1 coach		12	
	2 coaches		2	
	More than 2 coaches	X	0	
4. Is there a written procedure for evaluating the coach?		X	2	2
5. Does a long-term planning function exist on the Board of Directors?		X	2	2
6. Does the club fund-raising efforts produce:				
	25% to 39% of the club income	X	1	1
	40% or more of the club income		2	
7. Pool use agreement secured by:				
	handshake		0	
	Year to Year contract:	X	4	4
	Multi-year contract		5	
8. Over the past 3 years, has your budget expanded by:				
	5-10%	X	1	1
	more than 10%		2	
9. Will you require that your new coach be ASCA Certified?		X	4	4
10. Team Growth, in the past six months has your team grown by:				
	+ 11% or greater		4	
	+ 0 to 10%	X	2	2
	- 1 to 25%		-5	
	-26 % or greater		-10	
Maximum Points Available: 50 scored as 5.0			Score:	3.3
III. Coaches Authority and Responsibility				
1. Is the Coach the Chief Executive Officer of the organization? (see booklet)			10	
2. New IRS guidelines strongly discourage a paid employee being a voting member of the Board. We recommend the head coach be an ex officio member of the board and present at all meetings.				
3. Does the Coach have the sole authority in matters pertaining to the conduct of the swimming program? (see booklet)		X	10	10
4. Is the Coach a permanent member of the nominating committee?		X	5	5
5. Does the Coach have purchase authority within the confines of the approved budget?		X	5	5
6. Does the Coach have sole authority for hiring, supervising, training and changing all staff?		X	10	10

7. Does the Coach have sole authority to determine disciplinary procedures and to suspend a swimmer with cause?	10	10	10
Maximum Score: 50 points, scored as 5.0	Score		4.0
Total score is the addition of the three sections above, divided by 10. Maximum Score is 15 →TOTAL SCORE.			9.75

Name of person completing this evaluation: Ivy Breen Phone 707-832-2364
Revised January 2017

Year:	Total Number of Evaluations	Total %
Number of Evaluations	485	100%
<i>Salary Range</i>		
< 14,000	13	3%
14 - 20,000	51	11%
20 - 26,000	100	21%
26 - 35,000	167	34%
35 - 50,000	116	24%
> 50,000	17	4%
50 - 80,000	19	23%
> 80,000	1	1%
Major medical	337	69%
Dental insurance	71	15%
<i>Meet expense reimbursements</i> partial	42	9%
<i>Meet expense reimbursements</i> full	451	93%
Professional dues reimbursed	368	76%
<i>Educational fund</i> < \$500	44	9%
<i>Educational fund</i> \$500 - \$1,000	311	64%
<i>Educational fund</i> > \$1,000	120	25%
Interview costs paid	282	58%
Moving expenses paid	204	42%
<i>Vacation</i> : no paid vacation	21	4%
<i>Vacation</i> : Up to 2 weeks paid	163	34%
<i>Vacation</i> : > 2 weeks paid	12	2%
Incentive opportunities available	417	86%
Contract offered	460	95%
Rolling/Multi-year contract	359	74%
<i># of coaches in the past 5 years</i> 1 coach	220	45%
<i># of coaches in the past 5 years</i> 2 coaches	209	43%
<i># of coaches in the past 5 years</i> > 2 coaches	75	15%
Written procedure for coach evaluation	391	81%
Long-term planning function	368	76%
<i>Fund-raising (non membership fees)</i> 25% to 39% of total budget	262	54%
<i>Fund-raising (non membership fees)</i> > 40% of total budget	138	28%
<i>Pool use contract</i> by handshake	45	9%
<i>Pool use contract</i> yearly contract	251	52%
<i>Pool use contract</i> multi-year contract	179	37%
<i>Budget growth in past 3 years</i> 5 to 10%	167	34%
<i>Budget growth in past 3 years</i> > 10 %	280	58%
Require coach to be ASCA certified	412	85%
<i>Team Growth (last 6 months)</i> 11% or greater	62	13%
<i>Team Growth (last 6 months)</i> 0-10%	165	34%
<i>Team Growth (last 6 months)</i> minus 1 to 25 %	20	4%
<i>Team Growth (last 6 months)</i> minus 26% or greater	4	1%
Coach acts as CEO of swim club	204	42%
Coach is voting member of board *	277	57%
Coach has sole authority in swim matters	429	88%
Coach is on nominating committee	298	61%
Coach has purchase authority within budget	460	95%
Sole authority: hire, supervise, train staff	363	75%

Revised Aug. 05, 2009

ASCA's Position Evaluation Survey, 1992 -- June 2009

In 1992, the American Swimming Coaches Association began requiring a Position Evaluation from parent board-run club teams who are placing an advertisement in ASCA's Job Service Bulletin. Here is a summary of those evaluations. For further information, please contact Guy Edson at ASCA at 1-800-356-2722

* Coach is voting member of board: Survey results through 2007 only. New IRS guidelines strongly discourage a paid employee being a voting member of the Board. We recommend the head coach be an ex-officio member of the board and present at all meetings.

ASCA's Position Evaluation Survey, 1992 -- 2001

In 1992, the American Swimming Coaches Association began requiring a Position Evaluation from parent board-run club teams who are placing an advertisement in ASCA's Job Service Bulletin. Here is a summary of those evaluations. For further information, please contact Guy Edson at ASCA at 1-800-356-2722

Year:	92	93	94	95	96	97	98	99	00	01
Number of Evaluations	27	22	27	29	29	35	34	27	29	34
<i>Salary Range</i>										
< 14,000	11%	5%	4%	3%	3%	0%	0%	7%	0%	0%
14 - 20,000	22%	27%	22%	17%	17%	11%	12%	19%	10%	9%
20 - 26,000	26%	27%	30%	21%	17%	40%	29%	11%	31%	21%
26 - 35,000	26%	23%	33%	45%	41%	31%	47%	41%	24%	47%
35 - 50,000	15%	14%	11%	7%	17%	17%	3%	22%	24%	21%
> 50,000	0%	5%	0%	7%	3%	0%	0%	0%	10%	3%
50 - 80,000										
> 80,000										
Major medical	70%	73%	52%	55%	59%	80%	71%	59%	76%	79%
Dental insurance	7%	14%	7%	17%	21%	11%	18%	26%	3%	21%
<i>Meet expense reimbursements partial</i>	7%	9%	11%	14%	7%	11%	18%	15%	3%	0%
<i>Meet expense reimbursements full</i>	93%	91%	89%	86%	93%	89%	79%	85%	97%	100%
Professional dues reimbursed	96%	86%	100%	83%	90%	97%	88%	93%	66%	35%
<i>Educational fund < \$500</i>	19%	0%	22%	10%	17%	9%	9%	11%	3%	3%
<i>Educational fund \$500 - \$1,000</i>	67%	86%	52%	66%	62%	77%	74%	78%	76%	62%
<i>Educational fund > \$1,000</i>	15%	14%	26%	24%	21%	14%	18%	11%	21%	35%
Interview costs paid	70%	59%	56%	52%	52%	60%	71%	63%	66%	62%
Moving expenses paid	44%	27%	33%	34%	41%	40%	38%	52%	34%	53%
<i>Vacation : no paid vacation</i>	4%	9%	0%	0%	3%	0%	0%	11%	3%	3%
<i>Vacation : Up to 2 weeks paid</i>	33%	36%	37%	28%	45%	49%	32%	37%	31%	38%
<i>Vacation: > 2 weeks paid</i>	63%	55%	63%	72%	52%	51%	68%	52%	66%	59%
Incentive opportunities available	78%	86%	93%	97%	90%	91%	79%	89%	97%	91%
Contract offered	89%	100%	96%	93%	93%	100%	100%	96%	93%	94%
Rolling/Multi-year contract	81%	91%	78%	76%	62%	66%	71%	74%	79%	71%
<i># of coaches in the past 5 years 1 coach</i>	37%	27%	52%	52%	52%	46%	50%	37%	24%	32%
<i># of coaches in the past 5 years 2 coaches</i>	44%	55%	44%	38%	41%	31%	26%	37%	59%	56%
<i># of coaches in the past 5 years > 2 coaches</i>	19%	18%	4%	10%	7%	23%	24%	26%	17%	12%
Written procedure for coach evaluation	81%	86%	78%	93%	79%	91%	79%	78%	83%	82%
Long-term planning function	78%	73%	85%	86%	79%	77%	76%	74%	79%	74%
<i>Fund-raising (non membership fees)</i>										
25% to 39% of total budget	67%	77%	59%	38%	55%	51%	59%	37%	48%	53%
> 40% of total budget	22%	18%	22%	38%	31%	29%	32%	37%	28%	35%
<i>Pool use contract by handshake</i>	7%	9%	4%	14%	17%	11%	21%	7%	14%	9%
<i>Pool use contract yearly contract</i>	48%	55%	63%	45%	45%	46%	56%	56%	55%	56%
<i>Pool use contract multi-year contract</i>	44%	36%	33%	41%	38%	34%	24%	37%	31%	35%
<i>Budget growth in past 3 years 5 to 10%</i>	19%	23%	44%	24%	31%	34%	32%	33%	21%	50%
<i>Budget growth in past 3 years > 10 %</i>	78%	73%	52%	76%	69%	60%	59%	56%	66%	44%
Require coach to be ASCA certified	70%	95%	70%	83%	72%	89%	94%	93%	83%	85%
<i>Team Growth (last 6 months)11% or greater</i>									28%	35%
<i>Team Growth (last 6 months)0-10%</i>									62%	50%
<i>Team Growth (last 6 mos)minus 1 to 25 %</i>									7%	12%
<i>Team Growth (last 6 mos)minus >25% r</i>									0%	0%
Coach acts as CEO of swim club	44%	32%	41%	31%	34%	34%	29%	30%	41%	44%
Coach is voting member of board *	41%	50%	48%	55%	59%	77%	41%	70%	76%	56%
Coach has sole authority in swim matters	93%	86%	85%	86%	97%	83%	85%	85%	86%	97%
Coach is on nominating committee	52%	55%	52%	45%	52%	69%	53%	74%	69%	47%
Coach has purchase authority within budget	81%	91%	93%	100%	100%	97%	97%	96%	83%	100%
Sole authority: hire, supervise, train staff	70%	77%	59%	70%	76%	77%	59%	74%	83%	82%

* Coach is voting member of board : Survey results through 2007 only. New IRS guidelines strongly discourage a paid employee being a voting member of the Board. We recommend the head coach be an ex-officio member of the board and present at all meetings.

ASCA's Position Evaluation Survey, 2002 -- June 2009

In 1992, the American Swimming Coaches Association began requiring a Position Evaluation from parent board-run club teams who are placing an advertisement in ASCA's Job Service Bulletin. Here is a summary of those evaluations. For further information, please contact Guy Edson at ASCA at 1-800-356-2722

Year:	02	03	04	05	06	07	08	09	Total #	Total %
Number of Evaluations	25	35	20	31	34	24	16	7	485	100%
<i>Salary Range</i>										
< 14,000	4%	0%	0%	0%	3%	0%	0%	0%	13	3%
14 - 20,000	0%	0%	5%	6%	3%	0%	0%	0%	51	11%
20 - 26,000	12%	14%	25%	10%	9%	17%	6%	14%	100	21%
26 - 35,000	48%	40%	20%	20%	32%	29%	31%	14%	167	34%
35 - 50,000	32%	37%	40%	55%	32%	38%	25%	29%	116	24%
> 50,000	4%	9%	10%	10%					17	4%
50 - 80,000					18%	17%	38%	43%	19	23%
> 80,000					3%	0%	0%	0%	1	1%
Major medical	88%	83%	60%	84%	56%	63%	69%	57%	337	69%
Dental insurance	12%	20%	25%	16%	6%	8%	13%	29%	71	15%
<i>Meet expense reimbursements partial</i>	4%	0%	0%	20%	6%	13%	0%	0%	42	9%
<i>Meet expense reimbursements full</i>	96%	100%	90%	81%	91%	88%	100%	100%	451	93%
Professional dues reimbursed	64%	54%	45%	42%	65%	67%	69%	86%	368	76%
<i>Educational fund < \$500</i>	0%	11%	10%	13%	15%	29%	6%	0%	44	9%
<i>Educational fund \$500 - \$1,000</i>	60%	49%	55%	52%	65%	50%	69%	43%	311	64%
<i>Educational fund > \$1,000</i>	40%	40%	35%	35%	18%	21%	25%	57%	120	25%
Interview costs paid	64%	63%	45%	42%	56%	63%	31%	57%	282	58%
Moving expenses paid	40%	51%	45%	42%	44%	38%	38%	86%	204	42%
<i>Vacation: no paid vacation</i>	8%	6%	0%	10%	3%	13%	6%	0%	21	4%
<i>Vacation: Up to 2 weeks paid</i>	28%	26%	35%	32%	24%	29%	25%	43%	163	34%
<i>Vacation: > 2 weeks paid</i>	64%	69%	65%	58%	76%	58%	69%	57%	12	2%
Incentive opportunities available	68%	83%	80%	84%	82%	92%	81%	71%	417	86%
Contract offered	100%	100%	85%	87%	94%	92%	94%	100%	460	95%
Rolling/Multi-year contract	76%	69%	75%	74%	68%	79%	81%	86%	359	74%
<i># of coaches in the past 5 years: 1 coach</i>	40%	37%	30%	55%	38%	38%	50%	43%	220	45%
<i># of coaches in the past 5 years: 2 coaches</i>	48%	46%	45%	39%	47%	42%	44%	29%	209	43%
<i># of coaches in the past 5 years: > 2 coaches</i>	12%	17%	25%	6%	12%	21%	6%	29%	75	15%
Written procedure for coach evaluation	80%	80%	75%	74%	68%	79%	75%	100%	391	81%
Long-term planning function	80%	71%	75%	68%	74%	83%	56%	57%	368	76%
<i>Fund-raising (non membership fees)</i>										
25% to 39% of total budget	60%	43%	70%	52%	68%	46%	31%	71%	262	54%
> 40% of total budget	32%	34%	15%	29%	9%	21%	38%	0%	138	28%
<i>Pool use contract by handshake</i>	4%	6%	5%	3%	6%	4%	19%	0%	45	9%
<i>Pool use contract yearly contract</i>	60%	60%	30%	61%	44%	54%	44%	29%	251	52%
<i>Pool use contract multi-year contract</i>	36%	29%	50%	35%	47%	33%	44%	71%	179	37%
<i>Budget growth in past 3 years 5 to 10%</i>	40%	37%	55%	35%	29%	42%	38%	43%	167	34%
<i>Budget growth in past 3 years > 10 %</i>	48%	49%	45%	45%	59%	54%	56%	43%	280	58%
Require coach to be ASCA certified	92%	94%	85%	84%	82%	83%	94%	71%	412	85%
<i>Team Growth (last 6 months)11% or greater</i>	20%	14%	20%	26%	21%	38%	13%	29%	62	13%
<i>Team Growth (last 6 months)0-10%</i>	52%	77%	65%	74%	62%	58%	88%	71%	165	34%
<i>Team Growth (last 6 months)minus 1 to 25 %</i>	24%	9%	10%	0%	9%	0%	0%	0%	20	4%
<i>Team Growth (last 6 months)minus 26% or greater</i>	4%	0%	5%	0%	6%	0%	0%	0%	4	1%
Coach acts as CEO of swim club	56%	29%	45%	55%	59%	67%	50%	57%	204	42%
Coach is voting member of board *	60%	63%	70%	68%	68%	54%			277	57%
Coach has sole authority in swim matters	84%	83%	95%	94%	85%	92%	88%	100%	429	88%
Coach is on nominating committee	68%	63%	75%	77%	68%	63%	69%	71%	298	61%
Coach has purchase authority within budget	92%	94%	100%	94%	97%	96%	81%	100%	460	95%
Sole authority: hire, supervise, train staff	80%	77%	75%	74%	79%	71%	94%	71%	363	75%

* Coach is voting member of board Survey results through 2007 only. New IRS guidelines strongly discourage a paid employee being a voting member of the Board. We recommend the head coach be an ex-officio member of the board and present at all meetings. Swim Club Size vs. Salary Range

Revised Aug. 06, 2009

**Swim Club Size vs. Salary Range
(2007-2009)**

	< \$14,000	\$14,001 - \$20,000	\$20,001 - \$26,000	\$26,001 - \$35,000	\$35,001 - \$50,000	\$50,001 - \$80,000	> \$80,000
<50			1				
51-100			4	10	6	2	
101-150			1	2	4	1	
151-200					4	5	
>200					2	5	

The data shown above compares the size of swim clubs with the corresponding salary range for each club.