

Personal information

Mr Paul Dowey,
Post Grad. Dip, BSc (Hons), Dip.

Address:

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Do you hold a current Full Driving Licence? YES – NZ Driving Licence

Are you a car owner? YES

Immigration Status: Skilled Migrant with NZ Permanent Residency Visa

Summary

"I am an enthusiastic and determined individual with nearly 20yrs of experience in both teaching and coaching swimming. I have gathered my experience in a range of countries around the world, backed by post-graduate academic background."

Health

How many day(s) sick have you had in the last 12 months? 5

Current Employment/Work Experience

Name and address of employer:

President c/o Ace Swimming Club

Position held:

Director of Coaching

From:

1st October 2017

To:

Current

Notice Needed:

Negotiable

Current Salary & Benefits:

\$65,000 + uncapped bonus related to IBV
\$40 Mobile phone contribution & laptop
4 weeks holiday per year
Travel, Food & Accommodation expenses above 20km radius
Agreed CPD Costs

Overall objectives of the post:

Main Duties and Responsibilities:

1. Coach swimmers in a safe and positive environment.
2. Manage and provide support to assistant and junior coaches, including providing suitable lesson plans, and hold regular (at least weekly) meetings with these coaches.
3. Assist and oversee the professional development and training of all assistant and junior coaches.
4. Promote the growth of Club membership, including the retention of members.
5. Manage the expenditure of the Club on: coaching wages, pool lane hire and coach travel costs.
6. Identify a set of desired coaching outcomes for various swimmer ages and levels of ability, and develop and maintain written structured training programmes for these different levels.
7. Produce a season training schedule at least four weeks before the start of the season, detailing when each training session will take place, for approval by the committee.
8. Take a particular interest in the competitive swim squads, including evaluating the progress of these swimmers and devising personal development plans and goals for them, and providing coaching support at relevant meets.
9. Arrange for the attendance of coaches at swim meets approved by the Committee, and provide professional leadership and support to these Club coaches and to the Club swimmers attending these meets.
10. Maintain supervision of squads at all times and ensure that all health and safety policies and practices are followed.
11. Ensure that recognised first-aid, lifesaving and coaching qualifications are kept current and up to date.
12. Have high standards of conduct, and maintain good relations with swimmers, parents, other coaches, committee members and everyone else involved in Ace Swimming Club at all times.
13. Foster and maintain excellent relationships with major stakeholders including but not limited to: kindred Waikato Swimming and Aquatic Sports Clubs, Swim Waikato, Swim New Zealand, Waterworld and Club Sponsors and Funders.
14. Foster a feeling of team spirit among Club members.
15. Work pro actively at all times with the Club Committee to promote the beneficial development of the Club, and the maintenance of high professional and moral standards at all times.
16. Provide detailed reports to the Club Committee for each monthly meeting and at other times as requested by the Committee.
17. Ensure that attendance records for all training sessions are maintained and kept up to date.
18. Ensure that all required equipment is well maintained and available for use where required for each training session.

Previous work experience		Employment		
<u>Dates of employment</u>		<u>Organisation</u>	<u>Job title</u>	<u>Reason for leaving</u>
<i>From</i>	<i>To</i>			
Sept 2017	Current	Ace Swimming Club	Director of Coaching	Club unable to finance role

Oct 2013	Sept 2017	HPK Swim Club	Head Coach	Role to change, club pursuing an assistant role.
July 2016	July 2016	Swimming New Zealand	NZ National Talent ID invited Volunteer coach	Training Camp
Oct 2014	Oct 2014	Swimming New Zealand	NZ Age Group invited Volunteer coach	Training Camp
January 2012	Sept 2013	Pembrokeshire Triathlon Club	Swim Coach	Emigrated for HPK Head Coach position
Sept 08	Sept 13	Welsh Technical Panel	Invited coach	Emigrated for HPK Head Coach position
June 08	Sept 13	Pembrokeshire County Council & Pembrokeshire County Swimming	Swimming Development Coach	Emigrated for HPK Head Coach position
Feb 07	June 08	Amman Valley Swimming Club	Head Coach	Pembrokeshire County Swimming Job
Apr 08	May 08	Welsh Talent ID Squad	Volunteer Coach	Pembrokeshire County Swimming Job
Sept 07	Current	Swim Wales SW Regional Squad	Volunteer Camp Coach	Training Camp
Apr 08	Current	Swim Wales SW Regional Skills Squad	Volunteer Camp Coach	Training Camp
June 07	Dec 07	Kelloggs Swim Active Project	Project Coordinator & Consultant	Temporary consultation contract
May 05	Dec 07	UWIC Sports Massage Clinic	Clinic Day Manager	Further time required for AVSC
Oct 06	May 07	Bridgend County Swim Squad	Senior Club Coach	Further time required for AVSC
01/10/05	Feb 07	UWIC Swimming Junior Academy	Head Coach	Job opportunity with AVSC to further my career
21/06/05	Aug 06	Cardiff Swimming Club	Millennium Volunteer	Finishing of project

25/03/98	25/09/04	Troggs Surf Shop	Sales Assistant	Part time Summer work
01/09/99	01/09/02	Lurgan Swimming Club	Volunteer Swimming Teacher	Moved swimming clubs to further my swimming career

Detail of Previous work experience

HPK – Howick Pakuranga Swimming Club

In my initial role at HPK I was involved in directly coaching the Age Group team and overseeing the development program. The club nearly doubled in size during my tenure and led the coach discussion regarding a new structure to accommodate the growth and ability to use an additional school pool that the club refurbished. As a result my role changed to coaching an older Youth Performance team aged 14yrs and above.

The squad system I implemented allowed 4 clear pathways to emerge for Learn-to-swim, participation, development and performance swimming. The criteria was clear to move between groups and included pathway to pathway ‘safety net’ for those not ready to commit further.

I utilised support services within the programme including physio, nutritionist and strength and conditioning coaches to further the development of my athletes. This included adapted screening, skinfold measurements, pre-habilitation exercises.

I developed a scholarship system in cooperation with my director of coaching that long term would have allowed funding of our athletes to stay in NZ to train full time. I also developed a sports science budget that would allow ongoing scientific support of athletes on an ascending scale for a flat fee. Neither system reached implementation due to the additional financial constraints of refurbishing a new pool but remain on future agenda.

I was responsible for coordinating coaches at weekly meetings through Health and Safety changes, utilisation and allocation of 50m long course training at Papatoetoe during the summer months. These meetings were used to discuss our program logistics and upskill our coaches through the discussion of stroke mechanics we would like to see displayed in the program.

I organised numerous teams travelling to major NZ events. This involved delegation through team managers that included, accommodation, menus, flights, pre-meet training, support staff etc. I also arranged long course training camps in Rotorua that helped work towards our long term goals. I also ran a training camp for open water in Taupo that culminated with the NZ Open Water Champs. At meets I was responsible for giving team talks that included some statistics on performances, motivational talks and a team chant. My pre-pool land routine was adopted by the club.

Pembrokeshire County Swimming

My role in Pembrokeshire County Swimming was to implement and deliver an integrated elite training scheme, development of an elite training programme and general development, monitoring

and mentoring of swimmers and swimming club coaches. I was part of Pembrokeshire Leisure management team specialising in swimming development across the range of swimming activities.

I was fortunate to have a new 8 lane pool, completed within 6 months of my arrival and had opportunity to start with a blank canvas. All of my structures still remain in place from 6 years ago. I coordinated the Swim Pembrokeshire development programme by coaching elite swimmers in the county in consultation with Swim Wales and the development club coaches. This was completed through design and implementation of relevant training programmes coupled with appropriate pathways for developing swimmers and coaches that maximised their potential within the national swimming structure.

I assisted with the overall coordination of the school swimming programme across the county by being part of the Pembrokeshire Leisure School Swimming Instructors group and to help ensure that swimming instruction throughout the County was carried out to the National Curriculum standard and above. I advised on best practice and delivery of an imaginative school swimming programme and Health and Safety requirements.

I worked closely with the Leisure Services Officer and Centre Managers to advise on and development of the Pembrokeshire Leisure Learn to Swim Programme, Pembrokeshire Leisure Free swimming initiative for children and the over 60's. I also helped devise swimming programmes to cater for the needs of the community taking into consideration the themes of social inclusion, healthy living and lifelong learning. I helped to provide technical knowledge and expertise to ensure all staff providing the service are competent and well trained to meet Health & Safety requirements. I led the programme successfully to achieve quality assurance awards of 'Dragonmark'.

Welsh Swimming & National Representation

In September 2007 I was invited to coach on both the West Wales Skills and East Wales Skills camps. In March 2008 I was selected by Martyn Woodroffe, to lead the Welsh West Skills camp with Austyn Shortman and also Welsh Regional Squad. I have worked for Swim Wales on the Celtic TriNations Development swimmers and at British Swimming's "Dual in the Pool". I have been included in British Swimming's Coach Education Workshops. I have also led the Welsh Youth Squad camp and I have regular contact with the Welsh Talent ID coach, Welsh Performance Director and sit on the Welsh Technical Panel.

Amman Valley Swimming Club

I was responsible for the club's coaching together with the development of its annual training programme for all Squads. I ensured schedules reflect the mixed ability of the swimmers ensuring all aspects of stroke work and stamina were built upon and achievable targets are set. I supported and developed coaches' personal development. At Amman Valley I had to restructure the whole club and provided initial stability to develop swimmers and achieve Dragonmark. The club progressed from 3 qualifiers in the 2007 Welsh Age Group Championships to 11 athletes and 3 silver medals just 1 year later.

Bridgend County Swim Squad

At Bridgend I was involved in a volunteer capacity coaching the 'Senior Club' squad. It was my role to plan training sessions, to implement and deliver them to the squad at morning swim sessions. These swimmers were aged from 18yrs+ and during my time here the swimmers under my care achieved a number of Welsh Masters records.

UWIC Swimming Academy

I was responsible for the efficient, effective and professional delivery of the Swimming Academy and the management, co-ordination and supervision of the swimming coaches working in the Swimming Academy. Retaining clients and maintaining quality service was crucial. I was responsible for the preparation and implementation of National Teaching Plan and Award schemes. I had an active coaching role throughout the term and actively trained student coaches and teachers. Additionally I organised an appropriate staff rota and ensured classes were running both effectively and efficiently. Health & Safety was my responsibility that included Child Protection and communicated all staff on these policies at end of term meetings. I provided the Assistant Programme Manager with assessment data and attainment levels of the over 400 swimmers. I scheduled meetings with all staff to review each ten-week course. I looked at ideas to actively promote the Swimming Academy and assist in advertising to the relevant market segments. It was my interest to implement a competition structure for Academy Squad members and the transfer/promotion/ of talented swimmers into Cardiff City Swimming Club as appropriate.

Kelloggs Swim Active Project

I was responsible for implementing the project in Ammanford pool with primary schools that accessed the pool. The job involved supporting and improving delivery and structure of the school swimming lessons. I personally created a full scheme of work that was laminated for poolside use. I also supported them with additional resources. In addition volunteers from the local comprehensive and surrounding area were involved as Millennium Volunteers to supplement the swim teaching. I was also their coordinator for this project, setting goals, evaluating and suggesting further areas for improvement. Part of my role was to assume similar duties to a tutor and answered numerous queries and questions posed by the teachers and volunteers. I was involved with the coordination of the first UKCC Level One Aquatics teaching in Ammanford with which both volunteers and teachers were given opportunity to take part.

Cyncoed Swim School

At Cyncoed I was largely responsible for a wide range of ability groups. Initially I gained the position as a volunteer taking the initiative to gain experience while completing my degree. The position was later offered to be on a paid basis. I coached various groups from non-swimmers all the way up to competitive standard. I often worked alongside the Head coach, Ann Tonge, learning the fundamentals of stroke analysis and correction.

City of Cardiff Swimming Club

My work with Cyncoed Swim school progressed to gaining additional competitive coaching experience with Ann Tonge at Cardiff Swim Club. I not only observed but was extensively involved in stroke analysis and correction. I also demonstrated an elements a whole pool of swimmers. Later in 2005 I enrolled on the Millennium Volunteer Project that allowed me to further observe development

officer, Nikki Thompson. This provided me with an opportunity to ask relevant questions and learn from an even more experienced coach and apply important elements to my coaching.

Sports Massage Experience

I have worked with a number of professional and lottery-funded athletes. Additionally I have previously worked for the Welsh National Rugby Union Team and the Italian National Rugby Union Team, the latter which provided me with a reference. The Welsh National Team also provided me with a picture to mark the occasion. I was involved both as a student and later as a clinic day manager of sports massage within the National Indoor Athletics Centre (NIAC) situated at the University at Cyncoed in Cardiff. This position required extremely good communicative skills with clients. I also have provided sports massage for companies as diverse in nature as Diversions Dance company and Admiral Insurance.

Lurgan Swimming Club

Having grown up swimming competitively with Lurgan, the club was keen to reinvest the knowledge I had gained as a swimmer to teach the less experienced members. Under the watchful eye of a fully qualified coach I voluntarily assisted, encouraging swimmers and correcting stroke faults. I worked with the ‘Improver’ level that could swim 50m. The club assisted me financially to gain my Irish Amateur Swimming Association Assistant Teacher qualification. In return I continued to work for them for well over a year voluntarily.

Secondary Education and Qualifications			
<u>Qualification(s)</u>	<u>Subjects</u>	<u>Grade</u>	<u>Date</u>
G.C.S.E.	9 GCSE	A-C	June 2000
Double-Award Advanced G.N.V.Q. Leisure and Recreation	Fitness Testing and Training Sports and Recreation Leadership Investigating Leisure and Recreation Marketing in Leisure and Recreation Outdoor Adventure Activities Safe Working Practices in the Leisure Industry Customer Service in Leisure and Recreation Play and Playwork in Leisure and Recreation The Sports Industry Leisure and Recreation in Action Human Resources in the Leisure and Recreation Industry Running a Leisure Centre	BB	Sept 2002
Single-Award G.N.V.Q. Business Studies	Business at Work The Competitive Business Environment Marketing Human Resources Management Accounting Business Finance	C	Sept 2002

Higher Academic Education and Professional Qualifications

<u>Academic qualification(s)</u>	<u>Subject(s)</u>	<u>Level</u>	<u>Institution</u>	<u>Date</u>
Post Grad. Dip. Coaching Science	Physiology Psychology Theory to Practice Managing Coaching Problems Working with Elite Performers Coaching Process	Pass	U.W.I.C.	Sept 06 to Sept12
BSc (Hons) Sports Coaching	Exercise Physiology Ethics and Sociological Issues in Coaching Swimming Aquatics Waterpolo Notational Analysis Psychology Biomechanics	2:1	U.W.I.C.	Sept 2002 to June 2005

Professional Qualifications				
<u>Professional qualification(s)</u>	<u>Subject(s)</u>	<u>Level</u>	<u>Institution</u>	<u>Date studied</u>
NZ Silver Licence Coach	Swimming	Pass	Swimming NZ	October 2013 Qualification transfer
St Johns First Aid	First Aid Level 2	Pass	St Johns NZ	16 th July 2016
St Johns First Aid	First Aid Level 2	Pass	St Johns NZ	19 th Oct 2015
Level 2 Triathlon Coach	Triathlon	Pass	BTA. UK	Spring 2012
Level 3 Club Coach	Swimming	Pass	ASA, UK	18 th January 2008
NaRS Beach Lifeguard	First Aid	Pass	NaRS, UK	8 th April 2006
First Aid Appointed Person	First Aid	Pass	STA, UK	8 th April 2006

First Aid Appointed Person 2 day course	First Aid	Pass	St Johns, NZ	2014 2015 2016
Level 2 Advanced Teacher	Swimming	Pass	ASA, UK	28 th November 2005
Dip. Sports Massage Therapy	Sports Massage	Pass	UWIC, S.P.S Ltd	2003-2004
Assistant Swimming Teacher	Assistant Swim Teacher	Pass	Irish ASA	1 st November 2000
Appointed Person Emergency First Aid in the Workplace	First Aid	Pass	Health and Safety Executive, UK	10 th March 2004
Level 2 Swimming Teacher	Swimming	Pass	ASA, UK	28 th November 2005
WASA Timekeeper	Swimming	Pass	WASA, UK	14 th January 06

Higher Education/Professional Qualification(s) Currently Being Undertaken

Qualification/level	Subject(s) and method of study (eg full-time, part-time, distance learning)	Exam Date	Institution
None at present			

Membership of professional bodies

Professional body	Grade obtained (if applicable)
Swimming NZ	Silver Licence Coach
NZ Coach and Teachers Association	Silver Licence Coach
Welsh Amateur Swimming Association (lapsed)	ASA Level 3 Coach
Welsh Triathlon Association (lapsed)	Coach & Competitive Member

Additional Career Profile Development

Course/Activity	Date
Australian Coaches Conference	2017
HPK Internal Workshop with Leigh Nugent	2017
HPK Internal Workshop with Leigh Nugent	2016

CoachDISC Assessment by Athlete Assessments - Bo Hansen	June 2016
NZ Swim Coaches & Teachers Conference 2015	2015
HPK Mentorship with Michael Marris, Strategic Governance	Various dates 2015
NZ Swim Coaches & Teachers Conference 2014	2014
British Swimming Coach Education Workshops 2012-2013	Various by invitation only
British Swimming Open Water Roadshow	June 2011
IOS (UK) Landwork for Starts & Turns CPD	January 2009
IOS (UK) Injury Prevention CPD Workshop	November 2008
IOS (UK) 200m Training Workshop by Ian Turner	March 2008
IOS (UK) Advanced Physiology	27 th May 2006
IOS (Institute of Swimming) Basic Physiology	26 th May 2006
Starting up a Business	15 th November 2006
Appointed Person Emergency First Aid in the Workplace	10 th March 2004
Sports Coach UK Workshop ' <i>Good Practice and Child Protection</i> '	7 th April 2004
Sports Coach UK Workshop ' <i>The Responsible Sports Coach</i> '	5 th April 2004
ASA CPD Seminar ' <i>Non-swimmer Learning Through Play</i> '	24 th September 2005
Athletics Level 1	
SAQ® Preliminary Award, SAQ® Trainer	4 th April 2004

Details of Recent Career Results

In 4yrs at HPK we were regularly ranked in the Top 3. I personally produced over 25 swimmers who exceeded 600 FINA points. Spread throughout the range of distances and strokes, 5 athletes posted results over 650 pts and 1 swimmer over 700 pts.

I have coached 34 athletes to NZ Age Group qualifying times producing 82 NZ Age Group medals amongst them. 18 swimmers directly under my care qualified for NZ Open Championships and 7 achieved Open finals. I have placed 12 athletes on various NZ Development teams with 2 selected for the NZ Aussie State Short Course Team, 3 for the Harlequins Zonal team and 1 on the NZ Aussie Age Group Team.

My best results came this year at NZ Age Group Championships with Tyron Henry swimming 52.68 in the 100m freestyle and his training partner Adrian Chong clocking 53.55. Tyron picked up 5 golds and 1 silver throughout the 5 day long course meet.

Diversely, I have also trained teams for Open Water competitions around NZ. Notably Phoebe Harris was the Kohi Swim Series winner for her Age Group and Alice Dickinson was 3rd in the NZ Open Water 10k event.

I recognise the value of long term athlete development and transitioned 6 athletes into senior programs within the club, 2 of which were recruited for USA scholarships. A number of my previous athletes have gone on to represent at international level with Mario Koenigsperger (HPK) representing NZ at the Commonwealth Youth Games and Daniel Davies (Pembrokeshire) competing for Wales at the same event.

I have a rich history of results, prior to my appointment as Head Coach at HPK, I was Swimming Development Coach in Pembrokeshire County. I was responsible for the initial set-up of a performance swim center and held as a model for other local authorities to follow. I took the team with no UK ASA National Qualifiers to 15 athletes qualifying for 45 events in a period of 4yrs. I produced the team's first ever male and female relay finalists with 8 individual finalists placing in 18 different events. 44 athletes achieved Welsh Development teams during my time and collected 117 medals at Welsh Age Groups with 8 becoming Welsh Age Group Champions.

NZ Long Course Opens

2017 - 3rd Club Points

2016 – 2nd Club Points

2015 – 2nd Club Points

2014 – 3rd Club Points

NZ Age Groups

2017 - 3rd Club Points

2016 – 3rd Club Points

2015 – 3rd Club Points

2014 – 3rd Club Points

NZ Juniors

2017 – 1st Club Points*

2016 – 1st Club Points*

2015 – 1st Club Points*

2014 – 2nd Club Points*

NZ Short Course Opens

2017 – 3rd Club Points

2016 – 3rd Club Points

2015 – 3rd Club Points

2014 – 4th Club Points

NZ Division 2

2017 – 8th Club Points

2016 – 3rd Club Points

2015 – 4th Club Points

2014 – 9th Club Points

Records

2 x Olympic qualifiers*

1 x Paralympic qualifier*

3x World Long Course Champ qualifiers*

2x World Short Course qualifiers*

2x World Uni Games qualifiers*

3x NZ Records from 2x athletes*

1x Cooke Island record*

*I was not directly involved in these performances nor wish to take credit for them however they reflect the capabilities of the HPK team.

Reference 1			
Name:	Horst Miede	Phone:	0064 272752034
Position	Director of Coaching	Relationship:	Manager
Address:	Swimgym c/o HPK Swim Club P.O. Box 82216 Highland Park Auckland 2143	Email:	horst@swimgym.nz

	New Zealand		
Reference 2			
Name:	Gary Nicholas	Phone:	0044 7968041303
Position	Leisure Services Officer	Relationship:	Line Manager
Address:	Pembrokeshire County Council County Hall Haverfordwest Pembrokeshire West Wales, UK. SA61 1TP.	Email:	gary.nicholas@pembrokeshire.gov.uk
Reference 3			
Name:	Chris Payne	Phone:	0044 1437 775006
Position	Pembrokeshire Leisure	Relationship:	Department Manager
Address:	Pembrokeshire County Council County Hall Haverfordwest Pembrokeshire West Wales, UK. SA61 1TP.	Email:	Chris.Payne@Pembrokeshire.gov.uk