

Job Description **National Team Associate Coach**

2019 Special Olympics World Summer Games ~ Abu Dhabi

Scope:

The role of National Team Associate Coach is to ensure that his/her assigned Special Olympics athletes are technically prepared for competition, and experience the social, emotional and physical benefits of participating as National Team members.

Accountabilities:

The National Team Associate Coach is a volunteer position directly accountable to the National Team Head Coach, and secondarily accountable to the Team Manager and Chef de Mission on all sport matters related to the training, preparation and competition of Team Canada athletes.

Responsibilities:

Pre-Games:

- Initiate and maintain contact with all assigned athletes and their Training Coaches to review and track training progress.
- Make contact with each athlete's Training Coach and/or parent/caregiver to solicit their guidance/suggestions on the athletes needs, and how best to relate to the athlete.
- Monitor training of assigned athletes.
- Ensure monthly athlete training reports are submitted by the training coach for assigned athletes.
- Be familiar with the Athlete Agreement and the roles and responsibilities of the Chef de Mission, Team Managers, Head Coaches and Mission Staff.
- Work with the Mission Staff and Head Coaches to create and maintain a cohesive team.
- Attend training camps as scheduled (October 2018 and Fall 2018 and Winter 2019).
- Work within the lines of communication set by Team Canada Management Team.
- Participate in conference calls.
- Read and be familiar with all Team Canada correspondence and information.
- Act as a role model and conduct yourself within the National Team Program Code of Conduct.

During Games:

- Responsible for a minimum of three (3) to a maximum of four (4) athletes, realizing that at times you may have to cover for other coaches.
- Ensure that athletes are correctly entered in events.
- Ensure that the athletes assemble on time for all scheduled activities (practise, competitive and special events).
- Issue all sport technical protests through the Head Coach.
- Maintain an accurate record of assigned athletes' results.

- Maintain athlete medical forms, and supervise prescribed medication.
- Be aware of the location of first-aid treatment areas, and outline an emergency plan with Head Coach.
- Responsible for the general welfare, safety, health and well being of assigned athletes.
- Document and retain all incident/accidents concerns that occur for all assigned athletes and report them to the Head Coach and/or Mission Staff.
- Attend team meetings as called by the Head Coach and communicate information to athletes.
- Ensure that athletes conduct themselves according to the "Team Canada Rules of Conduct" and "Code of Conduct".
- Travel to and from the World Games as part of the National Team.
- House with the Team Canada delegation for the entire duration of the World Games.
- Act as a role model and conduct yourself within the National Team Program Code of Conduct.

Post Games:

- Participate in a post-Games evaluation process
- Participate in post-Games follow-up with assigned Athletes and Training Coaches

Qualifications:

- NCCP Certification Requirements
 - For sport specific requirements please see table below
- Ability to work as a team member.
- Excellent communication skills.
- Coaching experience within the sport.
- Experience coaching individuals with an intellectual disability.
- Must have attended the qualifying event (National Games/ Championships);
- Experience coaching at a Provincial/Territorial, National or International Special Olympics Games.
- Additional technical qualifications in the sport of representation are an asset.
- A strong understanding and fundamental belief in the mission of Special Olympics in Canada and the goals of the National Team Program.
- Working knowledge of the Canadian sport system, Special Olympics in Canada and the roles and responsibilities of the National Office and Chapters.
- Strong interpersonal and problem solving skills
- Demonstrated ability to both work independently and cooperate in a partnering manner in the achievement of the National Team goals.
- Ability to work in a demanding environment on-site at the Games
- Willingness and availability to participate in professional development opportunities, National Team Program meetings, training camps and other functions as required.
- Must be 18 years of age or over.
- C.P.R. and first aid is an asset.
- Computer skills are required

Time Commitment (may be subject to change):

- October 2018 – Team Training Camp(s) (four days)
- Fall 2017/Winter 2018 - Sport Specific Training Camp (weekend)
- January 2019 - Final Mission Meeting (weekend)
- March 6 – 23, 2017 – Staging Camp, Send-Off & World Games (inclusive of travel and Host Town Program)
- Juin 2018 to April 2019 on-going team / planning responsibilities