



**Team Alberta Head Coach Job Description
2018 Special Olympics Canada Summer Games**

Antigonish, NS - Athletics, Basketball, Bocce, Golf, Powerlifting, Rhythmic Gymnastics, Soccer, Softball, and Swim

Charlottetown, PEI - 5 and 10 Pin Bowling

Note: 5 Pin Bowling, Basketball, Softball, and Soccer are Team Sports in which coach selection is dependent on the team identified to advance to National Games.

Title: **Team Alberta Head Coach**

Scope: The Provincial Team Head Coach is the sport technical lead for their respective sport. They are responsible for the development and monitoring of seasonal training plans that guide athletes and coaches leading up to the National Games. The Provincial Team Head Coach is in frequent communication with Associate Coaches and Training Coaches, as well as the Chef de Mission and Team Managers, on all sport technical and athlete training activities.

Accountabilities: The Provincial Team Head Coach is a volunteer position accountable to the Chef de Mission. The Head Coach works closely with the Team Managers on all sport matters related to the training, preparation and competition of Team Alberta athletes.

Responsibilities: **Pre-Games:**

- Actively participate in the Head Coach/Mission Staff planning session.
- In cooperation with the Chef de Mission, Team Managers, Coaches and Mission Staff develop an agenda and plan sport specific sessions for the Provincial Team training camp (Fall 2017).
- Actively plan and participate in a Team AB training camp (Winter-Spring 2017/18).
- Be familiar with the Athlete Agreement and the roles and responsibilities of the Chef de Mission, Team Managers, Coaches and Mission Staff.
- Develop a conditioning/training plan for athletes, to be implemented by Training Coaches, from the time of athlete selection and endorsement up to the Provincial Team training camp (Fall 2017).
- At the Provincial Team training camp conduct athletic assessments to assist with athlete specific training programs and required resources.
- In cooperation with Associate Coaches and Training Coaches develop individualized, comprehensive conditioning/training plans for each athlete, to be implemented by Training Coaches, following the training camp through to the Games.
- Assist Training Coaches in the identification of local resources to support each athlete's training program, such as training facilities, transportation, equipment and human resources (i.e. individuals with sport specific technical expertise or knowledge in the fields of fitness and strength training, nutrition and/or sport medicine).
- Through the use of monthly training logs (submitted by Training Coaches) monitor each athlete's training progress and revise program as required.



- Complete and submit, to the Team Manager, monthly athlete training reports.
- Communicate regularly with Associate Coaches and Training Coaches on sport technical issues, providing guidance and assistance where needed.
- Attend Provincial Team Staging prior to National Games.
- Work within the lines of communication set by the Team AB Management Team.
- Work with the Mission Staff and Coaches to create and maintain a cohesive team.
- Communicate regularly with the Chef de Mission and Team Managers and immediately notify them of any inconsistencies or concerns related to athlete training.
- Actively participate in Provincial Team conference calls, as required.
- Participate in professional development opportunities.
- Read and be familiar with all Team AB correspondence and information.
- Act as a role model and conduct yourself within the Provincial Team Program Code of Conduct.

During Games:

- Ensure that athletes are supervised 24 hours a day.
- Act as the sport technical lead for your respective sport.
- Responsible for the safety and security of Team Alberta athletes.
- In cooperation with Mission Staff and Associate Coaches, develop an action plan for each day during the National Games.
- Work with the team to ensure a productive and healthy environment at all times.
- Actively participate as a member of the Team Alberta leadership team.
- Participate in sport specific team meetings.
- Provide daily reports to the Chef de Mission and Team Managers on sport specific activities related to athletes, competition venues, logistics, etc.
- Maintain records of athletic achievement/progress from Provincial Games through to the completion of the National Games. Provide final results to each Training Coach.
- Retain copies of all accident/incident forms and relay any injuries or concerns to the Chef de Mission.
- Participate in all official Team Alberta functions during the National Games.
- Travel to and from the National Games as part of the Provincial Team.
- House with the Team Alberta delegation for the entire duration of the National Games.
- Other duties as assigned by the Chef de Mission and Team Managers.

Post Games:

- Participate in a post-Games evaluation process.
- Participate in post-Games follow-up with Athletes, Training and Associate Coaches.
- Send congratulatory letters to Athletes, Training and Associate Coaches.



Qualifications:

- Be 18 years of age as of the first day of competition.
- First aid/CPR is an asset.
- NCCP Certification Requirements
 - Level I fully certified Special Olympics Canada/NCCP (theory, technical and practical) OR trained SOC Competition Coach Introduction.
 - Making Ethical Decisions.
 - For sport specific requirements, please see table below.
- Must be a member of Special Olympics in Alberta.
- Will coach in your sport at the 2017 Special Olympics Alberta Summer Games as a member of a competing affiliate.
- Have the willingness to assume a provincial perspective while being a member of the Provincial team.
- Experience as a Head Coach, with sport technical knowledge of your respective sport, along with an understanding of the physiological and psychological demands placed on its competitors.
- Knowledge of Special Olympics Canada's sport specific rules
- Experience in the development and implementation of seasonal plans for athletes competing in a major regional, provincial, national, and/or international competition.
- Excellent leadership, communication, organizational and administrative skills.
- A strong understanding and fundamental belief in the mission of Special Olympics in Alberta and the goals of the Provincial Team Program.
- Strong interpersonal and problem solving skills.
- Demonstrated ability to both work independently and cooperate in a partnering manner in the achievement of the Provincial Team goals
- Ability to work in a demanding environment on-site at the Games
- Willingness and availability to participate in professional development opportunities, Team AB meetings, training camps and other functions as required.
- Proficiency in computer skills is mandatory.

Coach Qualification Chart on next page.

Time Commitment (may be subject to change):

- August 2017 to August 2018 – on-going team responsibilities
- June 2017 – Mission Planning Meeting #1
- Fall 2017 – Team Training Camp (weekend)
- March 2018 – Mission Planning Meeting #2
- Charlottetown, PEI: May 13-20, 2018 – National Games (one week)
- Antigonish, NS: July 29-August 5, 2018 – National Games (one week)



Special Olympics	Head Coaches: Special Olympics Competition-Introduction (Comp-Intro) Other Coaching Staff: Special Olympics Community-Initiation (Csp-Init) All coaches must be evaluated on Making Ethical Decisions
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Sport	MED	Minimum Sport Technical Coaching Course from the National Sport Organization	Sport Technical Coaching Course from the National Sport Organization (old NCCP)
Summer Sports			
Athletics	Required	Sport Coach	Tech 1
Swimming	Not Required***	Fundamentals Coach	Tech 1
Rhythmic Gymnastics	Not Required***	Rhythmic Gymnastics Foundations	Tech 1
10 pin Bowling	Not Required***	Community Sport Initiation (Csp-Init)	Tech 1
5 Pin Bowling	Not Required***	Community Sport Initiation (Csp-Init)	Tech 1
Soccer	Required	Learn to Train or Soccer for Life	Tech 1
Softball	Not Required***	Learn To Coach/Community Sport Initiation (Csp-Init)	Tech 1
Powerlifting	Required	Special Olympics Canada Powerlifting Course	
Basketball	Not Required***	Learn to Train/Competition-Introduction (Comp-Intro)	Tech 1
Golf	Required	Special Olympics Canadian PGA Golf Course	
Bocce	Required	125 coaching hours	125 coaching hours