

Section: COMPETITIONS
Topic: JOB DESCRIPTION - PROVINCIAL TEAM
HEAD COACH
Effective Date: October 2003
Revised Date: January 2019

6000-06

Page 1 of 2

PURPOSE:

- To ensure that all members of your team, including parents/guardians are well prepared in their respective sport and informed prior to the departure to the games
- To ensure that a productive and positive competitive and social experience is had by all Team PEI members

DUTIES AND RESPONSIBILITIES

General

- Must be at least the age of 18
- Must submit medical information sheet provided
- Should be fully certified in the minimum Coach Education requirements set by Special Olympics Canada
- Ensure team spirit
- Act as a role model for all Team PEI members
- Be available to attend a number of competitions for your respective sport
- Work with assistant coach to provide 24/7 supervision of athletes while at the games
- Document any incidents and accidents that occur during training or competition
- Ensure that you are well versed in your sport rules, divisioning and games technical package
- Maintain a copy of athlete medical forms and supervise prescribed medication
- Ensure that assistant coaches and team members assemble on time for all scheduled activities (both competitive and social events)
- Ensure that both you and your assistant coach are well versed in protest procedures at the games.
- Make note of where medical assistance is at your sport venue

Budget

- Work with Sport Manager, assistant and monitoring coaches to prepare an individual sport budget, including equipment needs, mileage costs, facility requests, training camps, team meetings and competitive uniform needs, prior to the games

Section: COMPETITIONS
Topic: JOB DESCRIPTION - PROVINCIAL TEAM
HEAD COACH
Effective Date: October 2003
Revised Date: January 2019

6000-06

Page 2 of 2

Communication

- Ensure that all sport technical information is communicated to all assistant and monitoring coaches prior to the games
- Assist in ensuring that both assistant coaches and athletes abide by the Special Olympics PEI Code of Conduct
- Attend all Team PEI meetings prior to the games and while at the games
- Attend all sport meetings while at the games
- Establish communication links with parents and/or guardians
- Submit a written report of the games to the Chef de Mission post games
- Act as the principal contact between team members and the sport venue committee at the games

Training Programs

- Work with assistant coaches to develop a training program for your athletes prior to the games
- Ensure that you incorporate team training into your training schedule
- Provide guidance to assistant and monitoring coaches to ensure effective athlete training on an on-going basis
- Ensure that your training includes an appropriate warm up and cool down for athletes
- Establish athlete, assistant and monitoring coaches meetings and training camps as needed
- Keep clear and concise records and statistics of team training
- Ensure that you have an up to date first aid kit

Results

- keep clear and concise records of results while at the games
- ensure that your assistant coach and athletes receive final results