

Job Description **National Team Assistant Coach**

Special Olympics World Winter Games Sweden 2021

Overview:

The National Team Program (NTP) is designed to provide athletes, coaches and mission staff with a formalized approach to training and preparation for World Games. The program ensures that Special Olympics athletes in Canada have access to quality training, coaching and competitive opportunities to ensure optimal training, performance and a positive experience as a member of the National Team.

A strong team of coaches and mission staff are needed in order to support the athletes through their preparation and at the Games; we encourage both veterans of the program, and newcomers to apply if interested.

Title: **Assistant Coach**

Scope:

The role of National Team Assistant 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 Assistant 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. This includes regular emails and/or phone calls and closely monitoring the web reporting tool for each athlete.
- 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 (May or June 2020 and Fall/Winter 2020).
- Work within the lines of communication set by Special Olympics (SO) Team Canada Management Team.

- Participate in conference calls.
- Ongoing input in evaluation of the NTP
- Read and be familiar with all SO 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 "SO 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 in the Athlete's Village for the entire duration of the World Games.
- Act as a role model and conduct yourself within the National Team Program Code of Conduct.

Qualifications:

- 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 National Games or qualifying Championship as a member of a provincial/territorial delegation either at the qualifying event or in the previous Games cycle.
- 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.
- Knowledge of 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 Resident of Canada
- Ability to communicate in both official languages is an asset.
- NCCP Certification Requirements can be found in the table below

Special Olympics	<p>All coaches must have completed the NCCP – SOC – Competition Sport Coach Workshop</p> <p>All coaches must have completed the Making Ethical Decisions module and online evaluation</p> <p>All coaches must possess an up-to-date Police Record Check</p>
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Sport	Sport Technical Coaching Course from the National Sport Organization	or	Sport Technical Coaching Course from the National Sport Organization (old NCCP)
Winter Sports			
Alpine Skiing	Entry Level Course (I-B) OR CSIA Level 1	or	Tech 1
Cross Country Skiing	Community Coaching: Introduction (ICC) AND Community Coaching (CC)		Tech 1
Speed Skating	AC - FUNdamentals Leader (Community) HC - FUNdamentals Coach (Instruction) (effective Jan. 1, 2020) Fundamentals Leader will be accepted until then		Tech 1
Figure Skating	CanSkate Coach Trained (Level 1+2) OR Regional Coach In-training (Levels 3 to 6)		Tech 1
Snowshoeing	SOC Snowshoeing Module		n/a

Time Commitment (may be subject to change):

- May or June 2020 – Team Training Camp(s) (4-5 days including travel)
- Fall/Winter 2020- Sport Specific Training Camp (3-4 days including travel)
- December 2020 - Final Mission Meeting (3 days including travel)
- January 30-February 14, 2021 (tentative)– Staging Camp, Send-Off & World Games (inclusive of travel and Host Town Program)
- April 2020 to March 2021 on-going team / planning responsibilities