



**Team Alberta Associate Coach Job Description
2020 Special Olympics Canada Winter Games**

Thunder Bay, ON – 5 Pin Bowling, Alpine Skiing, Cross Country, Curling, Figure Skating, Floor Hockey, Snowshoeing, Speed Skating

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

- Title:** **Team Alberta Associate Coach**
- Scope:** Provincial Team Associate Coaches are responsible for ensuring that his/her assigned Special Olympics athletes are technically prepared for competition, and experience the social, emotional and physical benefits of participating as Provincial Team members.
- Accountabilities:** The Provincial Team Associate Coach is a volunteer position directly accountable to the Provincial 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 Alberta 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 athlete’s 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 (June 2019-January 2020)
 - Work within the lines of communication set by Team Canada Management Team.
 - Participate in conference calls.
 - Read and be familiar with all Team Alberta 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.
- 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 Alberta Code of Conduct".
- Travel to and from the National Games as part of the Provincial Team.
- House with the Team Alberta for the entire duration of the National Games.
- Act as a role model and conduct yourself within the Team Alberta/Special Olympics Alberta 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:

- 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.
- 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 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):

- March 2019 to February 2020 – on-going team responsibilities
- May 31-June 2, 2019 – Full Team Training Camp (weekend)
- September 2019-January 2020 – Sport Specific Camps
- January 31-February 2 – Mission Planning Meeting #2
- Thunder Bay, ON: Feb 25-29, 2020 – 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		
Sport	MED	Sport Technical Coaching Course from the National Sport Organization	Sport Technical Coaching Course from the National Sport Organization (old NCCP)
Winter Sports			
5 Pin Bowling	Not Required***	Community Sport Initiation (Csp-Init)	Tech 1
Alpine Skiing	Not Required***	Entry Level Coach Workshop (I-B) or CSIA Level 1	Tech 1
Cross Country Skiing	Not Required***	Community Coach	Tech 1
Speed Skating	Not Required***	FUNDamentals	Tech 1
Figure Skating	Not Required***	CanSkate (Level 1 and 2) Primary STARskate (Level 3 to 6)	Tech 1
Floor Hockey	Not Required (if taking Csp-Init)***	Ringette Community Sport Initiation (Csp-Init) or 125 coaching hours	Tech 1
Curling	Not Required***	Club Coach (Csp-Ong)	Tech 1
Snowshoeing	Required	Special Olympics Canada Snowshoe Module	