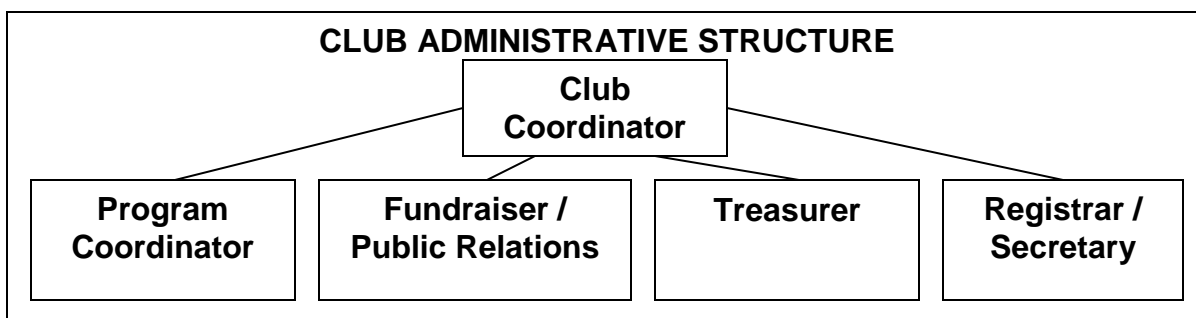


# SPECIAL OLYMPICS NL



## Roles and Responsibilities

- The committee will be responsible for the administration of Special Olympics within the Club.
- Although the committee members may be active at the program nights they will not have a formal weekly role.
- Being on the committee doesn't mean a member can't get out and enjoy seeing the athletes, it just means they won't have a set role so the head coach won't be counting on them to show up.

## Club Coordinator

- Communicate with all committee members including guiding and directing them with their specific duties.
- Ensure that the local club adheres to provincial policies and procedures.
- Represent the local clubs point of view at Provincial Meetings.
- Actively communicate with Provincial Office and neighbouring regions.
- To schedule, set agendas for and chair regular (monthly) committee meetings.

## Program Coordinator

- Official program representative on committee.
- Relay the needs of programs to committee, to ensure that they get the resources they need to develop to their full potential.
- More roles and responsibilities listed under program structure.

## Fundraiser / Public Relations

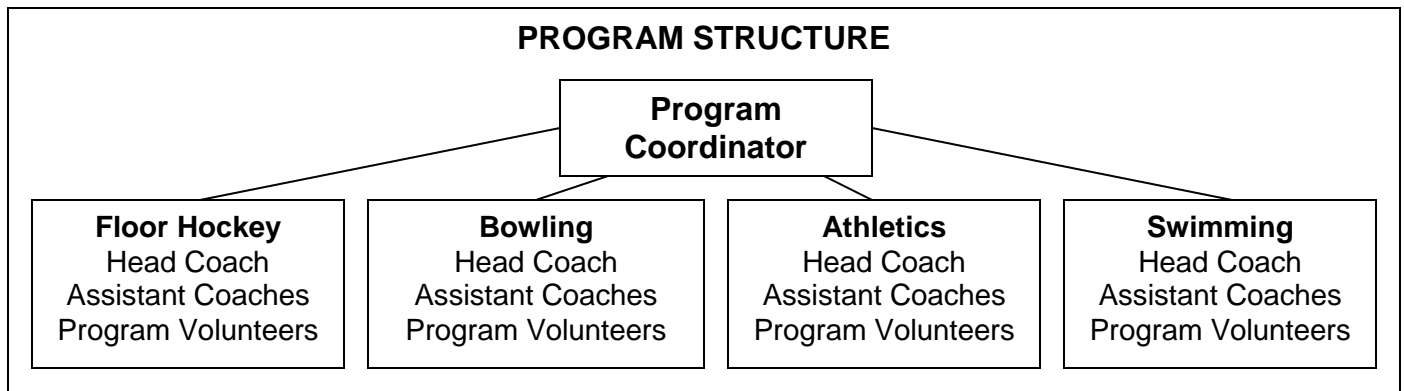
- To coordinate all fundraising activities.
- Ensure the local club takes advantage of all chances for exposure and seek out fundraising opportunities.
- Work with local media to get the program and its athletes accomplishments and plans recognized.

## Treasurer

- Keep financial records for the local club.
- To report to the local committee on the financial status of the local at every local meeting.
- To make deposits and write cheques as required.
- To develop an annual budget in consultation with the local committee.

## Registrar / Secretary

- To gather and list all necessary information regarding ongoing registration of volunteers and athletes.
- To file and list all registration forms.
- To ensure that all athletes and volunteers are registered with the provincial body once they become an active member of the club. This will ensure they are covered by the Special Olympics insurance policy.



### **Roles and Responsibilities**

- Each program night should have a different head coach that will take the lead role.
- There will be individuals that volunteer all activity nights, but it will be the head coach of each program that ensures they have required volunteers for the specific roles assigned for that night.

### **Program Coordinator**

- The liaison between the programs and the administrative committee
- Responsible for relaying the requirements of the programs to the committee and ensuring that they have all the resources they need to run a strong program.
- Ensure that head coaches are aware of any policies that may affect their athletes or program.

### **Head Coach**

- Responsible for supervising the activities for their designated program night.
- Should have experience in their selected sport and have taken the Special Olympics Coaching course
- Plan program activities for the season, and weekly lesson plans.
- Facilitate practices with assistant coaches with safety and well being of athletes always coming first.
- Relaying to program coordinator program needs.

### **Assistant Coach**

- Attend practices on a regular basis.
- Assist head coach in the development of season and weekly plans.
- Run program nights when the head coach is not available.

### **Program Volunteer**

- Not active in technical coaching of the athletes.
- Present at practice to assist with the care of the athletes and to ensure the practice runs smoothly.