

**SPECIAL OLYMPICS MANITOBA**  
**MTS PROGRAM OF EXCELLENCE**

**COACH**  
**Job Description**

**Purpose:**

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 Provincial Team members.

**Qualifications/Skills Required:**

- Ability to work as a team member;
- Excellent communication skills;
- Coaching experience within the sport;
- Experience coaching individuals with an intellectual disability;
- Minimum Coaching Certification:
  - Level I Special Olympics Canada/NCCP Certification (Theory, Technical; Practical) or SO Competition Coach Workshop;
  - Level I Theory or Part A;
  - Level I full certification in the sport of representation or Community Coach Workshop;
  - *(Note: for those sports that do not have a Level I technical course in their sport (floor hockey, powerlifting, and snowshoeing), the following criteria must be met: 125 hours of coaching Special Olympics' athletes in the sport of representation;)*
- Must have attended the qualifying event (Provincial Games/ Championships);
- Additional technical qualifications in the sport of representation are an asset; and,
- CPR and First aid is an asset.

**Responsibilities Prior to and During Games:**

- Initiate and maintain contact with all assigned athletes prior to the Games;
- Monitor training of assigned athletes;
- Attend training camps as scheduled;
- Participate in conference calls;
- Complete all athlete training reports;
- Make contact with each athlete's parent/caregiver to solicit their guidance/suggestions on the athletes needs, and how best to relate to the athlete;
- Conduct oneself according to "Team Manitoba Rules of Conduct";
- Must be prepared to be responsible for a minimum of three (3) to a maximum four (4) athletes, realizing that at times he/she may have to cover for other coaches;
- Responsible for the general welfare, safety, health and well being of assigned athletes;
- Be aware of the location of first-aid treatment areas, and outline an emergency plan with Head Coach;
- Maintain athlete medical forms, and supervise prescribed medication;
- Ensure that athletes conduct themselves according to the "Team Manitoba Rules of Conduct";

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**Responsibilities:** (cont'd)

- Ensure that the athletes assemble on time for all scheduled activities (competitive and special events);
- Be familiar with pre-event and pre-arrival information;
- Attend team meetings as called by Head Coach and communicate information to athletes;
- Issue all sport technical protest through the Head Coach;
- Document all incident/accidents concerns, that occur for all assigned athletes and report them to the Head Coach and/or Sport Manager;
- Maintain an accurate record of assigned athletes results;
- Travel with Team Manitoba to and from the Games; and,
- Provide an evaluation of the Games and the Team Management structure.

**Time and Place:**

Prior to Games: 3-4 times per week training in specific sport.

During Games: On call **24 hours a day**; SOC Winter Games, Quebec City

**Duration of the Job:**

April 2007 – March 2008

**Supervision:**

This position is responsible to the Head Coach.