Job Descriptions – Sport & Program

Head Coach

**NOTE: To ensure all criteria are being met, it is expected that some duties should be delegated to either an Assistant Coach or Team Manager*

Liaise with: Program Coordinator, Assistant Coach

Commitment: 2 Year term, reviewed at end of each year (No limit to the number of terms)

Goals:

Lead planning and delivery of quality sport programs

Specific Accountabilities:

Prior to start of season hold a pre-season meeting with assistant coaches and program volunteers to determine yearly goals, seasonal plan, and review year's budget

Regularly communicate with assistant coaches (i.e., 10 minutes prior to start of each practice as well as 10 minutes following)

Plan all activities for the season (weekly lesson plans, seasonal plan, yearly goals)

Ensure appropriate consultation is had with all coaching contingents

Review Emergency Action Plan with all volunteers and athletes, practice at least once per season

Conduct a Skill Assessment of all athletes at beginning of season

Serve as official spokesperson for the athletes/team

Maintain necessary contact & communication with parents/caregivers

Minimum two (2) notices a season (i.e., pre & post season)

Make available Head Coach's contact phone number to members in their program

Ensure timely written notice to caregivers and/or athletes of all games/competition regarding all aspects including time, place, travel arrangements and equipment needs

Ensure that all athletes/volunteers are registered to participate

Take weekly attendance

Ensure that follow-up phone contact is made to all athletes not at practice or competition/games

(Head Coach continued)

Facilitate practices with assistant coaches with the safety and wellbeing of the athletes as the foremost concern

Attend regularly scheduled coaches' meetings or send a representative

Ensure all athletes/volunteers have gone home or have been picked up after practices, and that the facility is returned to original condition

Regularly attend and coach athletes/team in all practices and competitions

Regularly attend competitions with athletes/team

Devote adequate time to preparation of athletes for events, as per SOC Competition Sport Workshop (warm-up, skill development, cool down, mental preparation, attire, equipment)

Follow Sport Specific Skill Book or other resources available

Ensure that athletes are physically prepared to achieve maximum performance at competition

Prepare and submit a year-end report to Program Coordinator, which contains a summary of the year's activities (may also contain evaluations of players & any recommendations)

Ensure behavioral or medical incident reports are completed when needed

Prepare next season's budget and submit to program coordinator

Requirements:

Must be at least 19 years of age

Must be fully SOC competition trained within the first year of coaching (SOC Competition Sport Workshop, Making Ethical Decisions module and online evaluation, and CAC's Safe Sport completed) and any additional requirements in place at the time

Must abide by Special Olympics BC policies

Must abide by procedures set by the Local

Must follow the philosophy of Special Olympics BC as presented in the Mission Statement

Head Coach Manual and Coaching Resources – available in the Resources section of the SOBC Website