

SPECIAL OLYMPICS TEAM USA
2007 SPECIAL OLYMPICS WORLD SUMMER GAMES
Coach Information Packet – Assistant Coaches

Assistant Coach Job Description

Volunteer Position Title: Assistant Coach (sport specific)

Sports: aquatics, athletics (track and field), bocce, bowling, cycling, equestrian, golf, artistic gymnastics, rhythmic gymnastics, powerlifting, roller skating, sailing, and tennis

** Team USA will NOT be selecting a Head Coach for team sports through this application process.*

Reports to: Special Olympics Team USA Management Team

Position Summary: Each Assistant Coach will be selected by the sport specific Head Coach and the Management Team to provide technical assistance and chaperoning support to the athletes in their respective sport from September 1 through post Games evaluations in December 2007. Assistant coaches are also responsible for communication of all information updates to your assigned athletes (likely not from your state), their family members and local coaches. Assistant coaches are also responsible for ensuring that all of their athletes are training with appropriate supervision. Each coach is to ensure the athletes and coaches of Team USA experience the athletic, physical and social benefits of participation in a World Games.

Qualifications

All Assistant Coaches MUST have:

- A minimum of two years coaching experience in your respective sport. Experience is not restricted to training Special Olympics athletes.
- Current Level 1 Special Olympics certification in respective sport.
- Current certification in Special Olympics Protective Behaviors.
- Technical knowledge in the specific sport in which you are interested in applying.
- Exceptional leadership abilities and willingness to see the needs of the team above the needs of the individual.
- Excellent communication, organizational and administrative skills.
- An ability to work as a team member within the guidelines of the Team USA management structure.
- Experience coaching Special Olympics athletes at a State/Regional level.
- Experience coaching at a World Games level preferred but not required.
- The ability and willingness to work with and support athletes of all ability levels within your sport.
- Additional National Governing Body certifications are an asset.
- CPR and first aid certification by Training Camp.
- Written endorsement of their US Special Olympics Program's President/CEO and person overseeing Sports.
- A current Background Screening Report on file with your US Special Olympics Program office.

Essential Responsibilities (include but are not limited to the following):

Pre-games

- Ensure that all athletes within your sport are training and being trained appropriately. This includes cross training during the off-season.
- Work within the lines of communication set by Team USA to provide and receive information. This includes checking email daily for communication from your Head Coach, reaching out to your assigned athletes on a regular basis, and communicating with family members/guardians with updates.
- Actively prepare for and participate in the Team USA Training Camp to be held in June/July 2007.
- Actively participate in all scheduled meetings and conference calls as needed.

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- Provide an open line of communication between yourself and all members of Team USA. This may include, but is not limited to, daily emails, conference calls, and mailings to meet the different needs of your assistant coaches.
- Assist with compliance of registration and uniform procedures as needed.
- Work creatively to determine the best way to integrate cultural information about China into information you are sending team members.
- Act as a role model and conduct yourself within the Team USA Code of Conduct.

During World Games:

- Chaperone athletes to ensure the appropriate supervision of all athletes 24 hours a day – 7 days a week. This includes travel times as well on site in China. This could also include responsibilities to athletes outside of your respective sport.
- Work with sport specific Head Coach to ensure that during World Games competition rules are being enforced appropriately and those Team USA athletes within your sport are being judged fairly.
- To ensure athletes assemble on time for all activities (competitions, special events, etc.).
- To ensure that athletes have the opportunity to participate in activities outside of the sport (Olympic Town, Healthy Athletes, etc.)
- Act as a role model and conduct yourself within the Team USA Code of Conduct.
- Assist with chaperoning athletes as necessary to ensure the appropriate supervision of all athletes. This could also include responsibilities outside of your respective sport.

Post Games:

- Participate in an evaluation process.

Time Commitment

- Serve and fulfill responsibilities from the time of their appointment to Team USA through the completion of World Games and the post Games evaluation meeting.
- Games-time – All Assistant Coaches will be expected to travel to the Games site with the delegation and stay the entire length of the Games through the arrival back to your home state.
- Conference calls –participate in regularly scheduled conference calls through post-Games.
- Training Camps –attend National Training Camp to evaluate the coach and athlete viability during Games time.

Financial Compensation: Individuals and US Programs are not expected to cover all expenses associated with serving as an Assistant Coach for Special Olympics Team USA. You are encouraged to meet with your US Program President and CEO to discuss use of their office, phones, computer needs and office supplies to support your role as an Assistant Coach.

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Application Process

- All applicants must complete and attach the following materials:
 - ✓ **Current Resume**
 - ✓ **Application Form**, signed by your Special Olympics Program's CEO/President as well as the individual in charge of sports and/or program.
 - ✓ **Coach Biography Form**
 - ✓ **Two passport-type photos** that meet the following requirements: photo size must be 2 X 2 inches, capturing from slightly above top of hair to middle of chest. Background should be plain white or off-white and head should be positioned directly facing the camera. Eyes should be open, looking at the camera with the entire face in focus.
 - ✓ **Letters of Support**. You are required to submit three letters of support. We encourage you to include at least one from the following: a current Special Olympics athlete; a family member of an athlete; or a Special Olympics volunteer with whom you have worked in the past year.
 - ✓ **Background Check Results Report**, completed by Special Olympics within the last six months.
- All application materials must be received by Team USA no later than **Friday, July 21**.
- All application materials will be reviewed and each nominee will be informed of selections by the end of **September**.

General Information *(please print or type)*

First Name: _____ Last Name: _____

Mailing Address: _____

City, State, Zip: _____

Gender: Male Female Date of Birth: _____ / _____ /19

Day Phone: (____) _____ Eve. Phone: (____) _____

Cell Phone: (____) _____ Fax: (____) _____

E-mail Address: _____@_____

Languages other than English spoken fluently *(please list)*: _____

Special Olympics Program Name: _____

Passport Information

Do you have a current passport? Yes No Country United States
of Issue: Other *(please list)*: _____

Passport Number: _____ Date of Expiration: _____

City of Birth: _____ State of Birth: _____

If other than American, please list your nationality: _____

If your passport was not issued by the United States, please list any other legal identification numbers (Green Card, Naturalization Number, etc): _____

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Sports & Certification Information

Please indicate the sport in which you are applying for the Assistant Coach position (*check one*):

- | | | | |
|------------------------------------|-------------------------------------|--|---|
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Cycling | <input type="checkbox"/> Gymnastics - Artistic | <input type="checkbox"/> Roller Skating |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Equestrian | <input type="checkbox"/> Gymnastics - Rhythmic | <input type="checkbox"/> Sailing |
| <input type="checkbox"/> Bocce | <input type="checkbox"/> Golf | <input type="checkbox"/> Powerlifting | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Bowling | | | |

Do you have Special Olympics Level 1 Certification in your requested sport? Yes No

Please detail your coaching experience in Special Olympics in your selected sport: _____

Please detail your experiences, beyond Special Olympics, in your selected sport: _____

What qualities do you have to support the overall success of your selected sport? _____

Please list other National Governing Body Certifications: _____

Are you currently certified in any of the following?

			<u>Date of Expiration</u>
First Aid	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
CPR (American Red Cross or Heart Association)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
American Sign Language	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____

Other (*please list*): _____

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Are you able to serve as an Assistant Coach from September 1 through November 2007? Yes No

Are you able to commit to attending training camp (tentatively scheduled June/July 2007) and to be with the delegation for the entire length of World Games & Host Town? Yes No

Can you meet all other pre-Games, Games-time and post-Games requirements described in the Assistant Coach Job Description? Yes No

Do you understand the process for financial reimbursement and budgetary expenditures? Yes No

Do you understand a current Background Check is required to complete your application? Yes No

Do you understand that your selection to the team is to support Team USA and not to focus solely on your state Program? Yes No

- I have read and understand the job description and general expectations of this position and that the information I have given Team USA is true and complete. I understand the Team USA Management Team may remove me from the delegation if I fail to meet the requirements of the job description or act outside the Code of Conduct.
- I have attached a current resume, three letters of support and two passport-type pictures as outlined in the Application Process.
- I have attached a current Background Check results from my US Program Chapter office.
- This form needs to be signed by the Special Olympics staff positions listed below to confirm their endorsement of your application. If it is not signed, the application will not be accepted.

Signature of Applicant

Date

Special Olympics Staff Section

Signature of Special Olympics Program President/CEO

Date

Signature of Special Olympics Staff overseeing Sports

Date

Special Olympics staff: Please attach a copy of this individual's Background Check.

Mail this form with ALL required application attachments by **July 21** to:
Melanie Ferlito, Sr. Manager, Sports Partnerships
Special Olympics North America
8404 Six Forks Road, Suite 101
Raleigh, NC 27615

If you have any questions, please contact your assigned Head of Delegation.

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Coach Biography Form

All information will be displayed with your photo on the Team USA website and used for media requests. Feel free to attach additional sheets if necessary.

Delegation: <u>Team USA</u>	S.O. Region: <u>NA (North America)</u>
First Name: _____	Middle Name: _____
Last Name: _____	City, State: _____
Home Phone: () _____	Email: _____ @ _____
Date of Birth: _____ / _____ /19 _____	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male

What sport are you planning to coach at the 2007 World Summer Games? _____

Have you previously attended a World Games? Yes No

If yes, what other World Games have you attended? _____

I attended as a: Coach {list sport(s)}: _____ Official Spectator
 Other (please list): _____ Unified Partner Volunteer

What sports do you coach? _____

How many years have you been involved in Special Olympics? _____ Current Age: _____

Are you currently employed? No Yes (if yes, how long have you worked there?) _____

If yes, where & what is your job? _____

Of what accomplishments are you most proud? _____

Please tell us your favorite hobbies: _____

How has Special Olympics changed your life? _____

What does attending World Games mean to you? _____

Please tell us about any special honors you've received (Coach of the Year, high school, community or work honors):

I would be comfortable doing World Games interviews for: Television Radio Newspaper None

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Special Olympics Coach's Code Of Conduct

Special Olympics is committed to the highest ideals of sport and expects all coaches to honor Sport and Special Olympics. All Special Olympics Coaches agree to observe the following code:

I. RESPECT FOR OTHERS

- A. I will respect the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators in Special Olympics.
- B. I will treat everyone equally regardless of sex, ethnic origin, religion or ability.
- C. I will be a positive role model for the athletes I coach.

II. ENSURE A POSITIVE EXPERIENCE

- A. I will ensure that for each athlete I coach, the time spent with Special Olympics is a positive experience.
- B. I will respect the talent, developmental stage and goals of each athlete.
- C. I will ensure each athlete competes in events that challenge that athlete's potential and are appropriate to that athlete's ability.
- D. I will be fair, considerate and honest with athletes and communicate with athletes using simple, clear language.
- E. I will ensure that accurate scores are provided for entry of an athlete into any event.
- F. I will instruct each athlete to perform to the best of the athlete's ability at all preliminaries and final heats in accordance with the Official Special Olympics Sports Rules.

III. ACT PROFESSIONALLY AND TAKE RESPONSIBILITY FOR MY ACTIONS

- A. My language, manner, punctuality, preparation and presentation will demonstrate high standards.
- B. I will display control, respect, dignity and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc.).
- C. I will encourage athletes to demonstrate the same qualities.
- D. I will not drink alcohol, smoke or take illegal drugs while representing Special Olympics at training sessions, competition or during Games.
- E. I will refrain from any form of personal abuse towards athletes and others, including inappropriate or unwanted sexual advances on others, verbal, physical and emotional abuse.
- F. I will be alert to any form of abuse from other sources directed toward athletes in my care.
- G. I will abide by the Special Olympics policy on the prohibition of coaches dating athletes.

IV. QUALITY SERVICE TO THE ATHLETES

- A. I will seek continual improvement through performance evaluation and ongoing coach education.
- B. I will be knowledgeable about the Sports Rules and skills of the sport (s) I coach.
- C. I will provide a plan for a regular training program.
- D. I will keep copies of the medical, training, and competition records for each athlete I coach.
- E. I will follow the Special Olympics Sports Rules for my sport (s).

V. HEALTH AND SAFETY OF THE ATHLETES

- A. I will ensure that the equipment and facilities are safe to use.
- B. I will ensure that the equipment, rules, training and the environment are appropriate for the age and ability of the athletes.
- C. I will review each athlete's medical form and be aware of any limitations on that athlete's participation noted on that form.
- D. I will encourage athletes to seek medical advice when required.
- E. I will maintain the same interest and support towards sick and injured athletes.
- F. I will allow further participation in training and competition only when appropriate.

I understand that if I violate this Code of Conduct I will be subject to a range of consequence, up to and including being prohibited from coaching in Special Olympics.