

**SPECIAL OLYMPICS TEAM USA**  
**2007 SPECIAL OLYMPICS WORLD SUMMER GAMES**  
*Coach Application Information – Team Sports*

**Team Sports: Head Coach Job Description**

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**Volunteer Position Title:** Head Coach for Team Sports (7 total)

**Sports:** Basketball, football, softball, and volleyball

**Reports to:** Special Olympics Team USA Management Team

**Position Summary:** Each Head Coach for team sports will be approved by the Management Team and expected to organize, prepare, and provide technical and administrative support to the athletes and coaches of their respective sport, from the time of their selection through the post-Games Debrief. Each Head Coach is to ensure the athletes and coaches of Team USA experience the athletic, physical, cultural and social benefits of participating in a World Games.

**Qualifications**

All Head Coaches MUST have:

- Five years coaching experience in your respective sport
- Level 1 Special Olympics certification in respective sport
- Current certification in Special Olympics Protective Behaviors
- Technical knowledge obtained through experiences beyond Special Olympics in the specific sport you are interested in applying for
- Exceptional leadership abilities
- 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 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
- A current Volunteer Background Screening 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.
- 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 of Delegation contact and forwarding the information to your Assistant Coaches.
- Actively prepare for and participate in the Team USA Training Camp to be held in June 2007.
- Actively participate in all scheduled meetings and conference calls as needed
- Provide an open line of communication between yourself and all assistant coaches. This may include, but is not limited to, daily emails, conference calls, and mailings to meet the different needs of your assistant coaches.
- Participate in the Team USA Head Coach Mentoring Program
- 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.

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**During World Games:**

- Ensure that during competition, rules are being enforced appropriately and that USA athletes within your sport are being judged fairly.
- Represent Team USA as the lead spokesperson for your sport. This includes giving training and technical leadership, attending coaches meetings, leading USA coaches meetings within your sport, and communicating with Management Team regarding any issues within your sport.
- Serve as the Team USA spokesperson in respective sport in case of protests and reports of any rule discrepancies.
- 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.
- Promote ambassadorship in representing the USA

**Post Games:**

- Participate in an evaluation process lead by the Team USA management team.

**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 Head 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 a Head Coach for Special Olympics Team U.S.A. You are encouraged to meet with your US Program President and CEO to discuss use of their office, phones, computer and office supplies to support your role as Head Coach. Mailings can be sent via Special Olympics North America staff but need to be approved in advance by the Management Team Directors.

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**Team Sports: Assistant Coach Job Description**

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**Volunteer Position Title:** Team Sport Assistant Coach (7 total)

**Sports:** Basketball, Football, Softball, and Volleyball

**Reports to:** Head Coach and Special Olympics Team USA Management Team

**Position Summary:** Each Assistant Coach will be selected by the sport specific Head Coach 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.
- 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.

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- 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**

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- 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.
- All application materials must be submitted to your designated Special Olympics staff by **Friday, July 21, 2006**.
- All application materials will be reviewed and each nominee will be informed of selections by September 1.

**General Information** *(please print or type)*

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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**

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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**

I am applying to be       Head Coach                       Assistant Coach                       Either

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

Basketball                       Football (Soccer)                       Softball                       Volleyball

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: \_\_\_\_\_

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

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

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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 Head Coach from September 2006 through November 2007?  Yes  No

Do you have previous experience with Special Olympics Team USA and/or World Games?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

Do you understand a current Volunteer Background Check is required to complete your application?  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.
- 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**

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\_\_\_\_\_  
Signature of Special Olympics Program President/CEO      Date

\_\_\_\_\_  
Signature of Special Olympics Staff overseeing Sports      Date

**State Programs:** Please fax or mail this form with applicant attachments and current Volunteer Background Check by **September 1, 2006** to:

Melanie Ferlito, Sr. Manager, Sports Partnerships  
Special Olympics North America  
8404 Six Forks Road, Suite 101  
Raleigh, NC 27615  
Fax: 919-844-7171

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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.

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|                                  |   |
|----------------------------------|---|
| 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**

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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.