

Section: COMPETITIONS
Topic: JOB DESCRIPTION - PROVINCIAL TEAM
ASSISTANT COACH
Effective Date: October 2003
Revised Date: January 2019

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PURPOSE:

- To ensure that all members of your team, including parents/guardians are well prepared in their respective sport and informed prior to the departure to the games
- To ensure that a productive and positive competitive and social experience is had by all Team PEI members

DUTIES AND RESPONSIBILITIES:

General

- Must be at least the age of 18
- Must submit medical information sheet provided
- Should be fully certified in the minimum Coach Education requirements set by Special Olympics Canada
- Ensure team spirit
- Act as a role model for all Team PEI members
- Be available to attend a number of competitions for your respective sport
- Work with assistant coach to provide 24/7 supervision of athletes while at the games
- Document any incidents and accidents that occur during training or competition
- Ensure that you are well versed in your sport rules, divisioning and games technical package
- Maintain a copy of athlete medical forms and supervise prescribed medication
- Ensure that assistant coaches and team members assemble on time for all scheduled activities (both competitive and social events)
- Ensure that both you and your assistant coach are well versed in protest procedures at the games.
- Make note of where medical assistance is at your sport venue
- Conduct oneself according to the Team PEI Code of Conduct
- Travel with Team PEI to and from the games

Budget

- Work with head coach to prepare an individual sport budget, including equipment needs, mileage costs, facility requests, training camps, team meetings and competitive uniform needs, prior to the games

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Communication

- Ensure that all sport technical information is communicated to athletes and parents/guardians prior to the games
- Assist in ensuring that both assistant coaches and athletes abide by the Special Olympics PEI Code of Conduct
- Attend all Team PEI meetings prior to the games
- Establish communication links with parents and/or guardians
- Submit a written report of the games to the Chef de Mission post games

Training Programs

- Work with head coach to develop a training program for your athletes prior to the games
- Ensure that you incorporate team training into your training schedule
- Provide guidance to assistant and monitoring coaches to ensure effective athlete training on an on-going basis
- Ensure that your training includes an appropriate warm up and cool down for athletes
- Keep clear and concise records and statistics of team training
- Ensure that you have an up to date first aid kit

Results

- Keep clear and concise records of results while at the games
- Ensure that your assistant coach and athletes receive final results