

Head Coach (HC) Duties & Responsibilities for a GB Team attending a Special Olympics International Invitational Event

Please read the following carefully before completing an expression of interest form.

Introduction

A GB Team attending a Special Olympics International Invitational event generally includes one or more different sports squads made up of athletes/unified partners who will be supported by one or more Coaches depending on the size of a sports squad.

The principle goal of the HC is to ensure their sports squad is sufficiently prepared to enable athletes/unified partners to perform at **their optimum level** and gain the best possible experience from the event.

The HC role is a **voluntary** position. The HC has overall responsibility for the preparation of a sports squad.

The HC for each sport is appointed by the National Advisory Council and is accountable to the CEO of Special Olympics GB.

The Role

Special Olympics GB National Office and the HOD will provide advice and support to the HC. Some aspects of the sports squads' preparation will remain the responsibility of the HC whilst others may by mutual agreement, be shared or delegated to other volunteers within the GB Team.

Sports Specific Planning/Budgeting

- Prepare a Sports Specific Plan (including timelines)
- Assist and work with the HOD in the preparation of drafting a Sports Specific Budget

Performance Planning

- Liaise regularly with each athlete/unified partner's family, local coach etc.
- Produce a preparation plan for each athlete covering key aspects e.g. training and diet

Team Management

- Ensure all of the sports squad are familiar with and adhere to all relevant policies, procedures and rules of Special Olympics GB
- Manage and support all members of the sports squad
- Organise sports specific training
- Organise/attend as necessary; HC and GB Team briefings
- Ensure that all volunteers within the sports squad understand and meet the duties and responsibilities of their roles
- Ensure that the sports squad acts in a professional and courteous manner at all times
- Support the care needs of up to four athletes/unified partners during all event related activities
- Ensure that athletes/unified partners are ready and prepared to compete when required

Health, Safeguarding and Welfare and Medical

- Support the Safeguarding and Welfare Officer to ensure that all safeguarding and welfare policies and procedures are followed

- Assist the HOD to ensure that risk assessments and emergency action plans are completed where necessary
- Based on the information submitted on Medical/Health Information Forms, manage the medical and care requirements of the sports squad and ensure the necessary individuals are aware of the relevant information

Logistics

- Support Special Olympics GB in the preparation of all planning and production of any tender documents for suppliers of sports specific uniform and equipment
- Support Special Olympics GB in the coordination of travel arrangements for the sports squad to and from sports specific training
- Support Special Olympics GB to ensure that any sports squad equipment is packed correctly and is safe for travel to/from event related activities

Communications/Reporting

- Prepare regular progress reports as required by the HOD, Special Olympics GB National Advisory Council/CEO and National Office
- Liaise with all relevant bodies including the HOD, Event Organising Committee and Special Olympics GB National Office
- Assist the HOD to prepare, produce and (where relevant) distribute and collate all relevant paperwork/information for the sports squad
- Assist the HOD to support and liaise with the Special Olympics GB Communications team to ensure highest levels of awareness are achieved for the GB Team
- Assist the HOD to produce a written report covering all aspects of the GB Teams preparation for and experience of the event as an evaluation

Special Olympics GB and HOD Responsibilities

Special Olympics GB and the HOD will support HCs to fulfill their responsibilities and will have lead responsibility for agreed areas.

Special Olympics GB will ensure that all current policies, procedures and rules of Special Olympics are complied with in respect of the GB Team.

Person Specification

Essential criteria

- Is a minimum of 18 years of age (at the point of application)
- Is a fully registered Special Olympics GB Volunteer (at the point of application)
- Has a suitable DBS/PVG in place that meets Special Olympics GB requirements
- Has a current National Governing Body (or equivalent) coaching qualification in the relevant sport (the level of the coaching qualification must be suitable for the role)
- Has experience of coaching individuals with an intellectual disability
- Has the ability to be flexible with the completion of tasks
- Fully endorses the mission and philosophy of Special Olympics
- Is committed to making the event a positive experience for the GB Team
- Is fully conversant with the current version of Article I of the Special Olympics Sport Rules
- Is fully conversant with all relevant Official Special Olympics Sports Rules
- Is able to demonstrate leadership qualities and the ability to foster a spirit of teamwork

Desirable criteria

- Has acted as a HC at previous Special Olympics GB national events
- Has acted as a Coach at previous Special Olympics international events for a GB Team
- Has experience of working to budgets, timescales and of successfully managing volunteers
- Has experience of arranging residential trips
- Has experience of working with individuals with an intellectual disability in a residential setting

Notes

- Each HC place in the GB Team will require a financial contribution to the event costs
- Only those HC expenses that have been pre approved by the HOD and submitted on the correct expenses forms can be covered (if applicable)
- At the event HCs will be accommodated with their sports squad
- There can be no guarantee that HCs will be given specific responsibilities for an athlete/unified partner from their own club/region, or parents for their children. The allocation of volunteers to athletes/unified partners will only be based upon what is best for the GB Team as a whole
- Any GB Team member who, in the opinion of the Special Olympics GB National Advisory Council or National Office fails to fulfill their duties and responsibilities or does not adhere to the Special Olympics GB Volunteer Code of Conduct, may after due consultation, be relieved of their position
- **The responsibilities of the HC require a considerable time commitment in both the preparation of the sports squad prior to the event and for the event itself.** If you are in employment, you are advised to make your employer aware and obtain their support prior to expressing an interest in attending the event. On request, Special Olympics GB can make representations on the HC's behalf
- The responsibilities of being a HC at an event such as this can result in very long, tiring days with little sleep. Whilst considerations will be taken to maintain the welfare of all GB Team members, experience has shown that free time is limited and rarely possible and so should not be anticipated