



Head Coach – Role Description

Role: The Head Coach is responsible for providing a quality training programme in the lead up to the National Summer Games. Each programme should be well-planned and offer all Special Olympics athletes the opportunity to develop their skills and fitness as well as attend the relevant levels of competition. Coaches will oversee all aspects of health and wellbeing of their respective sports teams and members during the National Summer Games and will maintain communication links with all necessary parties.

Work with: Team Management, Club Committee, your sports coaches, other support staff, athletes, and families/caregivers.

Main Tasks:

- Be familiar with and adhere to Special Olympics sports rules, policies, and procedures.
- Work with Team Management to ensure all registration papers are submitted on time and notify any changes to the GOC.

Communication:

- Be the sport's main point of contact with any communications from the Team Manager.
- Attend Head Coaches meetings as scheduled by the Technical Director.
- Hold a debrief session with your Team Manager, after each day's competition/any issues.
- Liaise with fellow Head Coaches/coaches to ensure that athletes are attending regular training.
- Attend any Appeal applications-on behalf of your athletes.
- Deal with disciplinary issues that may arise within your sport's team.
- Ask your sport's coaches to provide incident reports for any accident / incidents and ensure these are forwarded onto your Team Manager.
- Be the communication link with your athlete's parents/caregivers.
- Ensure a full report is supplied to the Club Committee on all aspects of the event including results, incidents, accidents, positives, and challenges.
- Encourage your athletes and fellow coaches to complete an event evaluation post the games.

Health and Safety:

- Head Coaches are responsible for the health and safety of their athletes 24 hours a day, for the duration of the games.
- Hold a copy of all athlete's medicals.

- Ensure an up-to-date list of medication is supplied for each of your athletes prior to leaving.
- Ensure an athlete information form is completed for all your athletes attending the games.
- Ensure your team is following the Games COVID-19 protocols.

Accommodation/Travel:

- In consultation with the Team Manager agree to a rooming plan, ensuring athletes are assigned to appropriate areas of accommodation.
- Carry a copy of the rooming plan so you can execute an emergency roll call should the need arise at any time.
- Ensure that your area of the accommodation is secure and that belongings are safe.
- Ensure you have access to the transport schedule during competition and that your athletes are ready and on time (with all their sports equipment/uniform) at the transport departure points throughout the games.
- Oversee necessary pastoral care for your athletes, including supervision at mealtimes, showering, bedtimes, laundry duties, and general care and maintenance requirements as needed and appropriate for all of your athletes.

Equipment:

- List of contacts for all your athletes and fellow coaches cell phone
- Emergency Contacts list
- List of medications for each individual
- Complete set of medical information for all your sport's team members
- First aid kit

Major Issues and support:

- Contact your Team Manager, your local Regional Sports Coordinator (RSC) or any member of the Special Olympics New Zealand Senior Management team or Games Organising Committee. A full contact list will be provided ahead of the event.

NB: Special Olympics New Zealand Policy:

- As per the Code of Conduct, refrain from the use of alcohol, tobacco and illegal substances while involved at this Special Olympics event. Encourage any of your athlete's, fellow coaches, and parents/caregivers to do the same.

Accountable to: Club Committee and Special Olympics New Zealand