



Gahanna Special Olympics

Organizational Mandates

Rev. 0

5/20/15

Head Coach

Requirements:

All GSO volunteers are required to complete a volunteer application form. The Local Coordinator will seek approval from Special Olympics Ohio using that completed form. The volunteer must then complete training through the Special Olympics Ohio website. All of this must take place PRIOR to the volunteer working in any official capacity with Special Olympics Athletes.

General:

Volunteers are the backbone of our organization. We could not support as many sports and so many athletes without eager and effective volunteers. Additionally, volunteers are the face of the organization. To continue to operate effectively and to maintain a positive presence in the community, volunteers must arrive punctually for practices, meets, and other team events. Head coaches operate under the direction of the Local Coordinator; however, Head Coaches are expected to take ownership of their sport and carry out all duties outlined below. Volunteers are issued a GSO shirt which should be worn to all practices or events showing athletes, families, and other coaches that you are a representative of the organization.

Job Duties:

Practices

- The head coach will plan the training regimen for each practice
- The head coach will maintain and bring any needed training equipment to each practice.
- The head coach will direct volunteers in tasks related to training. Assistant coaches will check in with the head coach and get their assignment at the beginning of practice.
- Other duties, as assigned and agreed upon between the head coach and the Local Coordinator

Preparation for Competitions

- *The head coach will work with the Local Coordinator to understand due dates for competition entries and obtain appropriate distances/times/averages at practices for each event athletes will*

compete in. The times/distances/averages should be an average of at least three attempts to ensure accuracy.

- *The head coach will provide a list of athletes attending the competition and their corresponding scores for the Local Coordinator to use for registration.*
- *After obtaining division sheets, the head coach will create any needed paperwork or "heat sheets" to summarize the division sheets for athletes, volunteers, and parents/guardians.*
- *The head coach will make any nametags or fill out any numbers required for the event or make arrangements for another volunteer to complete these activities.*
- *The head coach will ensure that sufficient volunteers and/or assistant coaches will be on-hand for competitions at the required 3:1 athlete to coach ratio.*

Meets, Tournaments, Matches, etc.

- Head Coaches will be required to attend competitions early during the check-in time or make arrangements with another volunteer or the Local Coordinator to check in at the appropriate check-in time.
- The head coach should direct assistant coaches to ensure that athletes are prepared for their upcoming event (swimming, equestrian & track), turn (golf & bowling), or playing time (basketball).
 - o This includes getting them to the correct location at the correct time for their event or turn.
- The head coach should plan to stay for the duration of any competition unless prior arrangements have been made.
- Other duties, as assigned.

Summer Games Overnight

- The head coach(s) for any sport in which Gahanna is competing, should attend the overnights for the Summer Games, typically held at Ohio State University.
- Head coaches will direct assistant coaches and other volunteers on their responsible athletes. The head coach should direct volunteers to:
 - o Make sure athletes are out of bed in the morning and they are dressed in time for breakfast, including escorting them to breakfast and all other meals.
 - o Making sure that they are in the right place and prepared (with all gear/equipment/etc) for their event.
 - o Making sure athletes are accounted for and ready for bed at night.
 - o Coordinate with parents or guardians, as needed.
- Other duties, as assigned.

Other GSO Events/Activities

- Other duties, as assigned.