

**2018 Special Olympics USA Games
Special Olympics Team Minnesota
Head and Assistant Coaches Application Information & Requirements**

From July 1-6, 2018, the Special Olympics USA Games will be held in Seattle. Minnesota received quota in the following sports and will be selecting coaches as indicated below.

- Aquatics (1 female, 1 male)
 - Athletics (1 female, 1 male)
 - Bocce (1 female, 1 male)
 - Bowling (1 female, 1 male)
 - Artistic Gymnastics (1 female)
 - Tennis (1 male)
- Additional quota was received in Basketball and Flag Football-Intact teams, including coaches, will be considered as a group for selection and attendance at the Games.

Coaches selected to represent Team Minnesota at the 2018 Special Olympics USA Games must be well educated in coaching and demonstrate qualities that include sportsmanship, dedication to quality training, understanding the rules of the sport, and have the ability to function well as a part of a team. All selected coaches will serve a dual role of both coach and chaperone.

Coaches selected as members of Team Minnesota will work with other coaches and athletes from across the state. They will work under the direction of the Minnesota Head of Delegation (HOD) and Minnesota Assistant Head of Delegation (AHOD).

TO ALL APPLICANTS

Before completing this application, it is important to understand the commitment necessary to be part of the coaching staff for Team Minnesota. Coaches' responsibilities are outlined below. The USA Games Coaches Code of Ethics will be distributed to all selected coaches when it becomes available. All selected coaches will be required to sign a statement acknowledging their commitment to following the standards set forth in the Coaches Code of Ethics. All information collected during the application process will be kept confidential.

MINIMUM STANDARDS

Coaches must meet all Minimum Standards for their application to be considered. The minimum standards set forth by Team Minnesota are as follows:

- ID required to fly. (Potential in 2018 that a REAL ID or Passport may be needed to fly)
- Current Special Olympics Minnesota Level II Certification in the sport for which you are applying.
- A minimum of two years experience coaching in your respective sport to be considered for an Assistant Coach and a minimum of five years experience coaching in your respective sport is preferred.
- Technical and rule knowledge in the specific sport in which you are applying.
- Excellent communication and organizational skills.
- Exceptional leadership abilities and willingness to see the needs of the team above the needs of the individual.
- An ability to work as a functional team member within the guidelines of the Team Minnesota management structure.
- Experience in coaching Special Olympics athletes in all levels of competition, including overnight stays is preferred.
- CPR and first aid certification by Games time (at your own expense).
- Written endorsement of your local Head of Delegation.
- The ability to work with athletes of all ability levels.
- Must be a minimum of 21 years of age by June 1, 2018.
- Must abide by the USA Games Coaches Code of Ethics.
- Must be willing and able to serve as both a sport specific coach and an athlete chaperone for all Team Minnesota activities leading up to and during the Games. This includes 24-hour/day supervision of athletes during the Games.
- Must commit to maintaining ongoing contact with assigned athletes, their family/guardians and their local coach.
- Coach must be in good standing with Special Olympics Minnesota in regard to sportsmanship and adherence to the Coach Code of Conduct.

TIME COMMITMENT

- Serve and fulfill responsibilities from time of appointment to Team Minnesota as a Head or Assistant Coach, through the completion of their appointed USA Games.
- Participate as available, and if needed, in the selection of the athletes in your sport.
- Travel to and from the USA Games site with the Delegation-anticipated dates of travel TBD, Games scheduled July 1-6.
- Be available/on call 24 hours a day for the length of the Games.

- Actively participate in all scheduled meetings and conference calls as required by Team Minnesota including potential athlete interviews, coaches meetings and orientations.

ESSENTIAL RESPONSIBILITIES (Include but are not limited to the following):

Pre-games – All Coaches

- Assist with the selection of the athletes and alternates for your respective sport, as requested.
- Ensure that all athletes within your sport are training and being trained appropriately.
- Assist with compliance of registration and uniform procedures as necessary.
- Act as a role model and conduct yourself within the official Special Olympics Code of Conduct.
- Assist in the assessment of each athletes' ability to perform in their sport and the appropriate level for their participation.
- Assist in the accurate completion of Skills Assessment Tests and Team Evaluations for team sports.

Pre-games- Head Coaches

- Work within the lines of communication set by Team Minnesota management directors to provide the information to and receive information from the Team Minnesota Head of Delegation and sport specific assistant coaches (for Head Coaches).
- Communicate regularly with the Assistant Coaches, Local Coach(es), athletes and their families information regarding all aspects of USA Games, especially as it pertains to training and competition.
- Provide an open line of communication between yourself (Head Coaches) and all assistant coaches. This may include, but is not limited to, scheduling meetings and/or conference calls prior to the Games.

Pre-games-Assistant Coaches

- Communicate regularly with the Head Coach, Local Coach(es), athletes and their families information regarding all aspects of USA Games, especially as it pertains to training and competition.

During USA Games-All Coaches:

- Ensure that during USA Games competition, rules are being enforced appropriately and that Team Minnesota athletes within your sport are being judged fairly.
- Act as a role model and conduct yourself and sports team within the Official Special Olympics 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.
- Ensure all coaches and athletes assemble on time for all activities (competitions, special events, Opening and Closing Ceremonies, etc.).
- Ensure that athletes have the opportunity to participate in activities outside of the sport (Olympic Town, Healthy Athletes, etc.).
- Abide by the letter and spirit of the rules and be responsible for conducting themselves in a sportsmanlike manner at all times. Coaches who do not conduct themselves in this manner, or who are offensive by action or language toward athletes, other coaches, volunteers, opponents, officials and/or spectators may be prohibited from coaching.
- Instruct athletes to compete with maximum effort in all preliminary trials and/or finals or he/she shall be prohibited from coaching by the relevant Sports Rules Committee at the competition.
- Keep track of athletes' results and placement for each day of competition.

During Games – Head Coaches

- Represent Team Minnesota as the lead spokesperson for your sport. This includes giving training and technical leadership, attending coaches meetings, leading Team Minnesota coaches meetings within your sport, and communicating with Management Team Directors regarding any issues within your sport.
- Serve as the Team Minnesota spokesperson in respective sport in case of protests and reports of any rule discrepancies.
- Schedule practice time as allowed for your athletes and teams.
- Assure that the reported assessment and preliminary or qualifying score for their athletes accurately reflect the ability of their athletes. If, for any reason, this assessment or preliminary score is not considered correct by the coach, it is their responsibility to notify the Competition Manager.
- Adhere to the established divisioning rules for each competition.

Post Games-All Coaches:

- Participate in an evaluation process lead by the Special Olympics Minnesota staff.

Financial Consideration: Individuals are not expected to cover all expenses associated with serving as a Coach for Special Olympics Team Minnesota. You are encouraged to work with the Team Minnesota management staff to manage approved costs and reimbursement for those costs. **Coaches will only be reimbursed for approved expenses.**

SELECTION PROCESS

In order to be considered for a Team Minnesota coaching position, applicants will go through the following process:

- All applicants must meet the Minimum Standards as outlined in this document.
- All applicants must complete the information requested on the Coach Application Form.
- Coaches will be interviewed by Team Minnesota Head of Delegation, Assistant Head of Delegation, or assigned staff by phone or in-person.

Thank you for your interest in being a part of Team Minnesota.

Please complete the attached information form with supporting documents and return it to:

*Kelly Monicatti
Special Olympics Minnesota
900 2nd Ave. S, Suite 300
Minneapolis, MN 55402
Fax: 612-333-8782
Email: Kelly.monicatti@somn.org*

***APPLICATIONS MUST BE RECEIVED IN THE SPECIAL OLYMPICS MINNESOTA OFFICE
BY 5:00 PM ON MAY 21, 2017.***

2018 Special Olympics USA National Games Special Olympics Team Minnesota Coach Application

PART A – GENERAL INFORMATION

I am applying to be a _____ Head Coach _____ Assistant Coach _____ Either _____

First Name _____ Last Name _____

Telephone (____) _____ Email _____ @ _____

Place of Employment _____

Age (*must be age 21 by 6/1/18*) _____ Date of Birth _____

Do you speak a language, other than English, fluently? YES NO
 If yes, please list the language(s) _____

PART B - SPORTS BACKGROUND

What sport(s) are you applying to coach for Team Minnesota? _____

Have you coached at the National or World Games level before? YES NO
 If yes, which Games? _____
 If yes, which sport(s)? _____

Please list the coaching positions you have held in the past five years:

_____	_____
School/Agency Name	Sport and Coaching Position
_____	_____
School/Agency Name	Sport and Coaching Position
_____	_____
School/Agency Name	Sport and Coaching Position
_____	_____
School/Agency Name	Sport and Coaching Position

How many years of experience do you have working with athletes/individuals with intellectual disabilities? _____

How many years of experience do you have in coaching the sport for which you are applying? _____

How many years have you been coaching Special Olympics? _____

Have you been through the Special Olympics Principles of Coaching Course? YES NO
 If yes, what date did you complete the course? _____

Do you hold a current Level II coaches certification in the sport for which you are applying? YES NO
 If yes, what date did you attend a training school? _____

Do you have experience traveling with Special Olympics athletes overnight? YES NO

List other sports where you are currently Special Olympics certified to coach

Are you currently certified in any of the following?

	YES	NO	<i>Date of Expiration</i>
NGB Coach	YES	NO	_____
Generic Sport Coach	YES	NO	_____
First Aid	YES	NO	_____
CPR	YES	NO	_____
Sign Language	YES	NO	_____
Other _____			_____
_____			_____
_____			_____

PART C – SPECIAL OLYMPICS PHILOSOPHY

Please answer the following questions in the space provided.

Why do you want to be a coach for Team Minnesota at the 2018 Special Olympics USA Games?

What specifically do you incorporate into your coaching plans to ensure successful training?

What qualities, both personal and professional, do you bring to Team Minnesota?

How would you handle an athlete who might have behavioral issues while at the Games and his/her parents are not able to make the trip?

What else do you think it's important for us to know?

PART D – REFERENCES

Please list three (3) references including one of your most recent athletes in the sport for which you are applying. Be certain your references are knowledgeable in your coaching abilities and are willing to speak on your behalf.

Athlete Reference: *A Letter of Recommendation/Support from this athlete for this coach must be attached.*

Name _____ Telephone(____) _____ Email _____

What is your relationship with this person and how long have you known them? _____

Additional References

Special Olympics Reference *(a coach from your own or another Special Olympics delegation, Area Coordinator, parent, etc.). Special Olympics Minnesota staff may not be used as references. A Letter of Recommendation/Support from this person for this coach must be attached.*

Name _____ Telephone(____) _____ Email _____

What is your relationship with this person and how long have you known them? _____

Open Reference: *A Letter of Recommendation/ Support from this person for this coach must be attached.*

Name _____ Telephone(____) _____ Email _____

What is your relationship with this person and how long have you known them? _____

PART E – SIGNATURE

Please read the following statements and sign at the bottom.

The information presented in this application is true and accurate to the best of my knowledge. I have carefully read and clearly understand the minimum standards required to be selected as a coach, and I am willing to make a full commitment to Team Minnesota for the duration of the 2018 Special Olympics USA Games.

- I understand that if I am selected to be a coach that the major expenses will be covered but that I may have to cover various minor expenses (gas, telephone calls, postage) to ensure that I am covering all bases for the athletes I am responsible for coaching.
- I am a registered Class A Volunteer within Special Olympics Minnesota.
- I am willing and able to serve as both a sport-specific coach and an athlete chaperone for all Team Minnesota activities leading up to and during the Games.
- I am willing to maintain consistent contact with assigned athletes, their family/guardians, and their local coach.
- I understand and support the philosophy that Special Olympics Minnesota desires to make these opportunities available to as many coaches as possible. If, in the estimation of Special Olympics staff, coaches who apply are equally qualified, we will offer the opportunity to a coach who has not attended USA or World Games above one who has.
- I understand that if I do not meet all of the requirements or violate the Minnesota or USA Games Code of Conduct, I can be removed from my position within Team Minnesota without discussion.

I have attached (as outlined in Part D):

- One Letter of Recommendation from an athlete.
- One Letter of Recommendation from a Special Olympics reference.
- One Letter of Recommendation from an open reference.

Signature of Applicant

Date

Please send all references and pages 4 – 7 of this document together to:

Kelly Monicatti
Special Olympics Minnesota
900 2nd Ave. S, Suite 300
Minneapolis, MN 55402
kelly.monicatti@somn.org
Fax: 612.333.8782

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