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**To:** Special Olympics Pennsylvania Coach Applicants  
**From:** Gina Reid, Special Olympics Pennsylvania Senior Competition Director  
**Date:** January 5, 2017  
**Subject:** Special Olympics Team Pennsylvania 2018 USA Games Coach Application

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Attached you will find the Special Olympics Team Pennsylvania Coach Application for the 2018 USA Games to be held in Seattle, Washington. This application can be used to apply for consideration as either a Head or Assistant Coach.

**Coach Packet Includes:**

1. Team Pennsylvania Minimum Standards
2. Head Coach and Assistant Coach Job Descriptions
3. Coach Initial Application

Once the coach is selected as a member of Team Pennsylvania, the Coach Information Form must be completed which includes more information on the coach's sizes and sport training plans.

**Selection Process:**

1. Coach must review, meet and comply with all requirements, standards and SOPA Code of Conduct.
2. Coach must be able to participate in all commitments including the Team Pennsylvania weekend training camp tentatively scheduled for March/April 2018 and Summer Games 2018 mini-camp.
3. Coach must complete the initial application.
4. Coach must return the initial application to his/her Special Olympics Pennsylvania County Manager for approval and recommendation.
5. **Coach application and sports resume (if applicable) must be emailed to Gina Reid: [greid@specialolympicspa.org](mailto:greid@specialolympicspa.org) by March 12, 2017.** Please contact Gina Reid immediately to cancel your application if you feel that you are no longer able to make the commitment. Your application will then be pulled from the screening process.
6. All applications will be reviewed. Based on applications, coaches will be contacted for an interview.
7. Applicants must complete the information requested on the Coach Application Form including training plans.
8. Once a coach is selected, their application will stay on file with the Head of Delegation until the conclusion of the 2018 USA Games evaluation process.

## **To All Applicants:**

Before completing this application, it is important to understand the commitment necessary to be part of the coaching staff for Team Pennsylvania. Coach responsibilities are outlined below.

All information collected during the application process will be kept strictly confidential. Once selected, the coach must adhere to all Team Pennsylvania minimum standards and SOPA requirements. Each coach must commit to the following for an applicant to succeed as a part of Team Pennsylvania.

### **Team Pennsylvania Minimum Standards:**

To be considered as a candidate for a coaching position with Team Pennsylvania for the 2018 USA Games an applicant must:

- Be a registered SOPA Class A Volunteer (i.e. completed a volunteer registration application).
- Have current Background Clearances.
- Be at least 21 years of age as of July 1, 2018.
- Have completed the Special Olympics Pennsylvania General Orientation.
- Have completed the Special Olympics Protective Behaviors and Concussion Training on/after July 31, 2015 (so that it is current through the 2018 USA Games).
- Have a current, as of the time of application, Special Olympics certification in the sport(s) for which you are applying.
- Have completed the Coaching Unified Sports training offered through the National Federation of State High School Associations - <http://www.nfhslearn.com/Courses.aspx> if serving as the coach for a Unified Sports Team - this is a free course.
- Have a minimum of two (2) years experience coaching Special Olympics athletes in the sport(s) in which you are applying.
- Be willing and able to serve as both a sport specific coach and an athlete chaperone for all Team Pennsylvania activities leading up to and during the Games. This responsibility includes 24 hour per day supervision of the up to 4 athletes you've been assigned to coach during training camp and Games time. This does not just include athletes from your local program, but all athletes of the Team Pennsylvania delegation. You must travel with the team at all times in Seattle as well as to and from Pennsylvania, including daily/local transportation, and site seeing.
- Be able to deal with athletes with different personalities, behavioral habits, and physical needs from different backgrounds and programs.
- Must be able to distribute prescribed medication to athletes (if appropriate).
- Commit to maintaining ongoing contact (via e-mail, phone, mail) with assigned athletes, their family/guardians, and their local coach from the time they are assigned their athletes through the Games.
- Be a team player willing to perform any duty at any given time to help the delegation (i.e. laundry duty, bathroom duty, entertainment duty, etc.).
- Be able to endure a trip away from home from approximately June 29 – July 8, 2018 (*includes send-off celebration and travel dates*) as well as the Team Pennsylvania training camp tentatively scheduled for Spring 2018 at a site to be determined.
- Agree to refrain from addictive habits during all USA Games events and activities which include smoking, alcohol consumption, chewing smokeless tobacco, etc.

## **Head Coach and Assistant Coach Responsibilities:**

### **Head Coach:**

- Oversee and provide needed support to Assistant Coaches in sport leading up to and during the Games to ensure they are carrying out the responsibilities of their position.
- Develop, in conjunction with the assigned Assistant Head of Delegation for the sport, an approved training plan for use during the Team Pennsylvania training camp.
- Work with the athletes to whom you've been assigned (up to 4 athletes), their local program sport coach and parents/guardians, to implement the training plan developed for the athlete to prepare them for their participation in the Games.
- Provide 24 hour a day supervision for the athletes to whom you've been assigned during the Team Pennsylvania training camp and at the 2018 USA Games.
- Ensure that all athletes under your supervision are getting the proper nutrition, hydration, sleep and care while under your supervision at training camp and at the Games.
- Participate in regularly scheduled Team Pennsylvania Conference Calls, and communicate information from those calls to Assistant Coaches as necessary.
- Assist the Assistant HOD assigned to your sport with collecting necessary information for registration of athletes for the Games.
- Manage and communicate to Assistant HOD or HOD any issues that may arise with Assistant Coaches leading up to or during the Games.
- Represent Team Pennsylvania at all Head Coaches meeting or other assigned meetings or events during the Games.
- Abide by the minimum standards for all Team Pennsylvania coaches as outlined above.
- Set expectations with Assistant Coaches and Athletes for training, communication, behavior and sportsmanship for your sport and model those expectations in your behavior.
- Have a thorough knowledge of both the National Governing Body and Special Olympics rules of your sport and the rules under which the USA Games competition will be held.
- Other duties as assigned by Assistant HOD assigned to sport or HOD.

### **Assistant Coach:**

- Work with the athletes to whom you've been assigned (up to 4 athletes), their local program sport coach and parents/guardians, to implement the training plan developed for the athlete to prepare them for their participation in the Games.
- Manage and communicate to Assistant HOD or HOD any issues that may arise with athletes leading up to or during the Games.
- Provide 24 hour a day supervision for the athletes to whom you've been assigned during the Team Pennsylvania training camp and at the 2018 USA Games.
- Abide by the minimum standards for all Team Pennsylvania coaches as outlined above.
- Set expectations with Athletes for training, communication, behavior and sportsmanship for your sport and model those expectations in your behavior.
- Ensure that all athletes under your supervision are getting the proper nutrition, hydration, sleep and care while under your supervision at training camp and at the Games.
- A thorough knowledge of both the National Governing Body and Special Olympics rules of your sport and the rules under which the USA Games competition will be held.
- Other duties as assigned by Head Coach, Assistant HOD assigned to sport or HOD.
- Manage athletes with different personalities, behavioral habits, and physical needs from different backgrounds and programs and report any athlete issues to Head Coach or Assistant Head of Delegation for your sport.

## Allocations:

In June 2018, the Special Olympics USA Games will be held in and around Seattle, Washington with 3,500 athletes from around the country competing in 14 sports.

Coaches selected to represent Team Pennsylvania at the 2018 Special Olympics USA Games must be well educated in coaching and demonstrate qualities that include sportsmanship, dedication to quality training, understanding of 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 Pennsylvania will work with other coaches and athletes from across the state. They will work under the direction of Special Olympics Team Pennsylvania Head of Delegation (HOD) and Assistant Head of Delegation (AHOD)

The following are the SOPA allocations for the 2018 Special Olympics USA Games. Alternates will be named for all athlete and coach positions.

Quota Summary						Quota Category/Level Breakdown									
Sports	Female	Male	Unified Partners	Sum	Coaches	Cat/Level 1		Cat/Level 2		Cat/Level 3		Cat/Level 4		Cat/Level 5	
						F	M	F	M	F	M	F	M	F	M
Aquatics	4	3		7	2	1	1	2	1	1	1				
Athletics	4	3		7	2	1		1	1	1	1	1	1		
Bocce	2	1	1	4	1										
Bowling	2	2		4	1										
Golf	1	1		2	1	1							1		
Art. Gymnastics	1			1	1			1							
Powerlifting	1	1		2	1										
Tennis		1		1	1										
Basketball		10		10	3										
Soccer (7v7 Unified)		6	6	12	3										

\*Teams are considered male whether they are all male or mixed teams.

In order to provide proper supervision and support for all athletes gender will be a consideration in selecting coaches and will be based in part on the gender mix of athlete allocations in each sport.

Basketball – 1 Traditional 5v5 Team  
Soccer – 1 Unified 7v7 Team

Coaches for Team Sports will come from the delegation awarded those allocations.

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

***Please complete the attached application and return it to:***

**Gina Reid, SOPA Senior Competition Director**  
Special Olympics Pennsylvania  
2570 Blvd. of the Generals, Suite 124  
Norristown, PA 19403  
or Email: [greid@specialolympicspa.org](mailto:greid@specialolympicspa.org)

**Deadline for submission is March 12, 2017**

## 2018 Special Olympics USA Games Special Olympics Team Pennsylvania Coach Application

*Please print in ink or type all sections of this application.*

### PART A – GENERAL INFORMATION

County/Area:
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Sport(s) applying to Coach in:	Are you interested in serving as the Head Coach in this sport?	
1 <sup>st</sup> Choice:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2 <sup>nd</sup> Choice:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3 <sup>rd</sup> Choice:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Gender of Applicant:	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
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First Name:	Last Name:	
Mailing Address:		
City:	State:	Postal Code:
Home Phone:		
Work Phone:		
Cell Phone:		
Email Address:		

**(Please note** that all selected USA Games coaches must have an e-mail address at which they can receive Team Pennsylvania communications and updates and must commit to checking that e-mail account on a regular basis from the time of selection through the 2018 USA Games.)

Place of Employment:		
Date of Birth:		
Do you speak a language, other than English, fluently?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please list the language(s):		

Please attach a passport size and style (2" x 2") photo to your application or submit via e-mail to [greid@specialolympicspa.org](mailto:greid@specialolympicspa.org) a jpg file with a passport size and style photo of between 75-150 dpi resolution.

**PART B – SCHEDULE COMMITMENT**

As a coach you will be required to be available for the following:

- a. Attending the Team Pennsylvania Training Camp in Spring 2018 (tentatively scheduled a weekend in March or April) and 2018 Summer Games mini-camp.
- b. Providing training support to assigned athletes as needed on a regular basis leading up to and during the Games.
- c. Attending the 2018 USA Games from approximately June 29 – July 8, 2018, which includes the send-off celebration, Games and return trip.

Can you commit to attend training camps and to training the athletes to whom you've been assigned through the 2018 USA Games?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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**PART C – SPORTS BACKGROUND (or attach sports resume)**

Have you previously been selected as a USA or World Games Coach in the sport(s) in which you've applied?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If yes, which Games?	
If yes, which sport(s)?	

Please list the coaching positions you have held in the past five years including both those within and outside of Special Olympics.

School/Agency Name	Sport and Coaching Position

How many years of experience do you have coaching athletes with intellectual disabilities in the sport(s) in which you are applying?

Choice #1:	Choice #2:	Choice #3:
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How many years experience do you have coaching the sport(s) for which you are applying?

Choice #1:	Choice #2:	Choice #3:
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Do you hold a current Special Olympics coaches certification in the sport(s) for which you are applying?  
 (Please answer yes or no.)

Choice #1:	Choice #2:	Choice #3:
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Are you currently certified in any of the following?

Date of Expiration

NGB Coach	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Other Sports Org.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
First Aid	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
CPR	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Sign Language	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Other:			

**Please list your most recent overnight chaperone experiences with Special Olympics athletes:**

Year	Event	Length of event (# of days/nights)	Position (Head Coach, Assistant Coach, Head of Delegation, etc.)

**Briefly describe any other related experiences (player, coach, clinician, official, etc.) that will assist you in serving as a USA Games coach.**

Are you willing to work with local program coaches to develop training plans for each Team Pennsylvania athlete to whom you've been assigned to work?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Are you willing to follow the athletes' progress for one year to assure training is occurring through the use of forms, phone calls, and contacts with the local coaches?

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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Are you willing to abide by the Code of Conduct and refrain from addictive habits during all USA Games events and activities which include smoking, drinking alcohol, chewing smokeless tobacco, etc.

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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**PART D – SPECIAL OLYMPICS PHILOSOPHY**

*Please attach additional pages to answer the following questions.*

1. Why do you want to be a coach for Team Pennsylvania at the 2018 Special Olympics USA Games?
2. What is your approach to coaching and how will it benefit the Team Pennsylvania athletes in your chosen sport?
3. What specifically do you incorporate into your coaching plans to ensure successful training?
4. What qualities, both personal and professional, would you bring to Team Pennsylvania?
5. How would you handle an athlete who is homesick while in Seattle and whose parents were not able to make the trip?
6. Describe, in your own words, the responsibilities as you understand them, of a Special Olympics Team Pennsylvania USA Games coach.

**PART E – 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:***

First Name:		Last Name:	
Gender:	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
Home/Cell Phone:			
Email Address:			
What is your relationship with this athlete and how long have you known them?			



**Other Reference #1:**

First Name:		Last Name:	
Gender:	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
Home/Cell Phone:			
Email Address:			
What is your relationship with this reference and how long have you known them?			

**Other Reference #2:**

First Name:		Last Name:	
Gender:	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
Home/Cell Phone:			
Email Address:			
What is your relationship with this reference and how long have you known them?			

**PART F – 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. Yes, 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 Pennsylvania 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 (i.e. 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 SOPA.

I am willing and able to serve as both a sport specific coach and an athlete chaperone for all Team Pennsylvania 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 that if I do not meet all of the requirements, I can be removed from my position within Team Pennsylvania without discussion.

Signature of Coach

Date

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**Please give this page to your County Manager and ask them to fill it out and send directly to:**  
Gina Reid, Special Olympics Pennsylvania, 2570 Blvd. of the Generals, Suite 124, Norristown, PA 19403  
Or Email: [greid@specialolympicspa.org](mailto:greid@specialolympicspa.org)

**Due: March 12, 2017**

Applicant's Name (Coach applying)

County Program Name

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Program Manager Name

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**County Manager Additional Feedback:**

Please write 1-2 paragraphs in the comment box below regarding this coach. Given your experience with this coach, how would you rate this person as a candidate for the 2018 Special Olympics USA Games Team Pennsylvania coaching staff?

1

2

3

4

5

Weak

Strong

**Although you may not personally know each applicant, we must rely on your judgment to make the appropriate contacts and recommend, or not, all of your coaches. Please remember that if your coach does not attend the event and scratches late, this may take the chance away from another SOPA coach being activated. Please also remember that the behavior of a coach does not simply reflect on that person, family or your local program but also SOPA, and Team Pennsylvania. Therefore, your signature and comments play a critical part of the process - please do not think that it is just a formality. Please be honest and realistic with whom you are recommending, as this will help provide a positive and successful experience for everyone.**

Comments:

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*Program Manager Signature*

*Date*

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