



## Training Coordinator- Position

### **Responsibilities**

- Regularly attend local program management team meetings.
- Obtain permission and receive training for the use of the SOPA database.
- Ensure all sports have sufficient coaches to support training and competition requirements.
- Ensure adequate training sites are secured for each sport and all needed sports equipment is available.
- Along with the Competition Coordinator, host pre-season coaches meetings.
- Regularly visit and evaluate training sites to assess the appropriateness of training and ensure that athlete documentation is maintained.
- Assist in establishing a local program Training and Competition Committee and serve as Chairperson.
- Ensure all coaches receive and maintain sport specific knowledge and understanding, including Special Olympics sports certifications, re-certifications and required non-sports trainings.
- Ensure all coaches submit required paperwork to confirm training requirements and to properly register athletes for competitions.
- Present a training budget to be reviewed and approved as part of the local program budget.

### **Reporting Requirements**

- Training Portion of the Annual Program Budget
- Training Numbers Report to SOPA at the end of each sports season
- Sports Training Applications for Coach Certifications and Re-Certifications
- Monthly update to the Local Program Management Team

### **Local Program Additional Needs:**