

# Assistant Coach Responsibilities For Training and Competition

## Pre-season Responsibilities:

- Consider attending a sport skills training school.
  - Located on the SOPA Website and registration is on your VSys Portal.
- Consider signing up for Fit 5, more info on SOPA website
- Review lesson plans and your responsibilities assigned by the Head Coach

## During Training Session:

- Arrive prior to practice to assist the Head Coach in set-up and stay until all athletes have left the training site.
- Oversee your assigned stations and ensure that the practice plan is followed.
- Assist in assessing each athlete/team to determine individual and/or team skill level for training and competition.
- Assist in developing goals for each individual and/or team for the season.
- After Practice
  - Assist in reviewing practice plans to ensure you are on course or adapt practice plans for issues found during the training.
  - Assist in complete misconduct or accident/incident reports and submit them to the management team for documentation.

## Certification Requirements:

- Receive and maintain all required coach certifications – Class A and Sport Certification.
  - VSys Record
    - Protective Behaviors - Once every 3 years
    - General Orientation
    - Concussion Training -once every 3 years
    - Background Clearance - once every 5 years
  - Sport Specific Skills Certification
    - Continuing Education - Once every 3 years
    - Be knowledgeable of the NGB and SONA Sport rules.



## Assistant Coach Responsibilities on Competition Day

### Game Day:

- Arrive early for transportation to the event and assist with athlete check in.
- Ensure your assigned 4 athletes are:
  - On-time for competition events
  - Attend special events if available
  - Receive prescribed medication at appropriate times
  - Attend meals
  - Not left unattended at any point & accompanied to activities
  - Dressed appropriately
  - Warmed-up prior to competition and cooled down after
  - Present at staging when events are announced
  - Remain in uniform to receive their awards
- Remind athletes:
  - Practice good hygiene habits at all times
  - Be responsible for your own actions during the day
  - Respect officials/judges/referees
  - Show good sportsmanship
- Report any behavioral or unusual issues to the head coach.
- Enforce the appropriate use of cameras, imaging and digital devices. Ex., Do not use such devices in showers, restrooms, or other areas where privacy is expected by participants is prohibited.
- Do not consume any alcoholic beverages or any controlled substances such as cigarettes, or chewing tobacco.
- Return credential holders, without ID labels, at the registration table before departing.

### Reporting Requirements:

- Ensure completion of athlete incident report, if needed, and return to the SOPA liaison
- Complete on-line evaluation form