

Role Description **Special Olympics Team Canada Head Coach**

Special Olympics World Winter Games Torino 2025

Overview:

The National Team Program (NTP) is designed to provide athletes, coaches and mission staff with a formalized approach to training and preparation for World Games. The program ensures that Special Olympics athletes in Canada have access to quality training, coaching and competitive opportunities to ensure optimal training, performance and positive experiences as members of the Special Olympics Team Canada (SOTC).

A strong team of coaches and mission staff are needed in order to support the athletes through their preparation and at the Games, we encourage both veterans of the program, and newcomers to apply if interested.

Title: Special Olympics Team Canada Head Coach

Scope:

The Special Olympics Team Canada Head Coach is the sport technical lead for their respective sport. They are responsible for the development and monitoring of yearly training plans that guide athletes and coaches leading up to the World Games. The SOTC Head Coach is in frequent communication with Assistant Coaches and Training Coaches, as well as the Chef de Mission and Team Managers, on all sport technical and athlete training activities.

Accountabilities:

This is a volunteer position accountable to the Chef de Mission. The Head Coach works closely with the Team Managers on all sport matters related to the training, preparation and competition of SOTC athletes.

Responsibilities:

Pre-Games

- Actively participate in the Head Coach/Mission Staff planning session.
- In cooperation with the Chef de Mission, Team Managers, Assistant Coaches and Mission Staff develop an agenda and plan sport specific sessions for the SOTC training camps.
- Be familiar with the Athlete Agreement and the roles and responsibilities of the Chef de Mission, Team Managers, Assistant Coaches, Training Coaches and Mission Staff.
- At the SOTC training camp conduct skill assessments to assist with athlete specific training programs and required resources.
- In cooperation with Assistant Coaches and Training Coaches create Individual Athlete Performance Plans for each athlete, to be implemented by Training Coaches, following the training camp through to the Games.
- Assist Training Coaches in the identification of local resources to support each athlete's Performance Plan, such as training facilities, transportation, equipment, and human resources (i.e. individuals with sport specific technical expertise or knowledge in the fields of fitness and strength training, nutrition and/or sport medicine).
- Through the use of monthly training logs on Training Central (submitted by Training Coaches) monitor each athlete's training progress and revise program as required.
- Communicate regularly with Assistant Coaches and Training Coaches on sport technical issues, providing guidance and assistance where needed.

- Attend the SOTC Staging Camp prior to departing for the World Games (March 2025).
- Work within the lines of communication set by SOTC Leadership.
- Work with the Mission Staff and Coaches to create and maintain a cohesive team.
- Communicate regularly with the Chef de Mission and Team Managers and immediately notify them of any inconsistencies or concerns related to athlete training.
- In cooperation with Mission Staff and Assistant Coaches conduct regular virtual team, coach, and family meetings as needed.
- Work with team mental performance lead and doctors to ensure your athletes have all the support needed leading up to Games.
- Participate in professional development opportunities.
- Read and be familiar with all SO Team Canada correspondence and information.
- Act as a role model and abide by the Special Olympics Team Canada Program Code of Conduct.

During Games

- Act as the sport technical lead for your respective sport.
- In cooperation with Mission Staff and Assistant Coaches, develop an action plan for each day during the World Games.
- Work with the team to ensure a productive and healthy environment at all times.
- Actively participate as a member of SO Team Canada
- Participate in sport specific team meetings.
- Provide daily reports to the Chef de Mission and Team Managers on sport specific activities related to athletes, competition venues, logistics, etc.
- Maintain records of athletic achievement/progress from National Games through to the completion of the World Games. Provide final results to each Training Coach.
- Be familiar with the Emergency Management plan and be able to effectively deal with issues management and conflict resolution
- Retain copies of all accident/incident forms and relay any injuries or concerns to the Chef de Mission.
- Participate in all official SO Team Canada functions during the World Games.
- Travel to and from the World Games as part of the SOTC.
- House with the SO Team Canada delegation in the Athlete's Village for the entire duration of the World Games.

Post Games

- Send congratulatory letters to Athletes, Training and Assistant Coaches.

Qualifications:

- Must be a member in good standing of Special Olympics in Canada.
- Must have attended the 2024 National Winter Games
- Experience as a Head Coach, with sport technical knowledge of your respective sport, along with an understanding of the physiological and psychological demands placed on its competitors.
- Knowledge of Special Olympics International sport specific rules
- Experience in the development and implementation of Individual Athlete Performance Plans for athletes competing in a major regional, provincial, national, and/or international competition.
- Excellent leadership, communication, organizational, conflict management and administrative skills.
- A strong understanding and fundamental belief in the mission of Special Olympics in Canada and the goals of the National Team Program.

- Working knowledge of the Canadian sport system, Special Olympics in Canada and the roles and responsibilities of the SOC chapters and national office.
- Strong interpersonal and problem-solving skills.
- Experience coaching athletes with an intellectual disability.
- Demonstrated ability to both work independently and cooperate in a partnering manner in the achievement of the National Team goals.
- Ability to work in a demanding environment
- Available to participate in professional development opportunities, National Team Program meetings, training camps and other functions as required.
- Proficiency in computer skills and conducting virtual meetings is mandatory.
- Must be 18 years of age or over.
- C.P.R. and first aid is an asset.
- Resident of Canada.
- Ability to communicate in both official languages is an asset.

Coaching/Training Requirements

- Special Olympics Canada Competition Introduction (Comp-Intro) – **TRAINED**
- Sport Specific (as per the table below) - **TRAINED**
- Make Ethical Decisions (NCCP) – **EVALUATED**
- Safe Sport Training (CAC)
- Current Criminal Record Check (obtained within past 2 years)

Sport Specific Coaching Requirements

| Sport | Minimum Sport Technical Coaching Course from the National Sport Organization (NSO) |
|-------------------|---|
| Alpine Ski | Entry Level Course OR CSIA Level 1 |
| Cross Country Ski | Community Coach Trained (Intro to Community Coaching AND Community Coaching) |
| Figure Skating | Level 1 & 2: CanSkate Coach Trained Level 3-6: Regional Coach In-Training |
| Snowshoe | SOC Snowshoe Course |
| Speed Skating | FUNDamentals Coach (Instruction Stream) |

****Tech 1 will not be accepted for any sport**

This role is expected to be available for the following time commitments (may be subject to change):

- June 7-9, 2024 (in-person) – Team Leadership, Mission Staff, Head Coaches & Assistant Coaches Meeting
- TBD early December 2024 (in-person) – 3 day sport training camp
- TBD late January 2025 (in-person) – 3 day sport training camp
- March 4-17, 2025 (in-person) – Staging Camp & World Games
- Monthly sport specific virtual meetings (schedule dependent by sport and chosen by Mission Staff and Head Coaches)
- Ongoing professional development virtual sessions

Note: An alternate coach for each sport may also be selected. This person will take part in all team activities/meetings but will not travel to Games.

APPLICATION DEADLINE: 11:59PM EST, SUNDAY MARCH 17, 2024

Application process:

Interested applicants will be required to submit an electronic application via <https://specialolympics.jotform.com/233515574088260> prior to the deadline. Please be prepared to submit the following information when applying:

- NCCP number
- Confirmation of a valid passport, or commitment to renewal
- Previous experience (Special Olympics and non) surrounding the role
- Answers for a few short questions around why you are interested in the role
- Confirmation that you are available to attend all in-person dates mentioned above

Following the deadline, all applications will be review by the National Team Program Committee (NTP-C), comprised of SOC sport leadership staff, the Chef and Assistant Chef selected for the team, and Special Olympics volunteers and staff selected to the committee with past Games experience. Applications will be reviewed and evaluated based on the following process:

1. Endorsement from local SO Chapter
2. Based on endorsements and review of initial applications, the NTP-C will invite a select group of applicants to participate in a virtual interview. There will be a set of pre-interview questions sent to the candidate to complete.
3. Following the interview, the NTP-C will evaluate both the virtual interview and submitted questions to name the successful candidates. Evaluation will be based primarily on the following areas (listed in order of importance):
 1. Ability to communicate in multiple languages (including English, French, ASL, host country language)
 2. Special Olympics experience in similar role(s)
 3. Communication and technology proficiency
 4. Leadership, teamwork and conflict resolution skills
 5. Enthusiasm and passion for Special Olympics
 6. Proven understanding of role and vision of involvement to team