

## **Role Description** **Team Doctor, Special Olympics Team Canada**

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 (SO) athletes in Canada have access to quality training, coaching and competitive opportunities to ensure optimal training, performance and a positive experience 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: Team Doctor**

### **Scope:**

The role of the Team Doctor is to organize, prepare and provide medical consultation, services and support to the members of the Special Olympics Team Canada leading up to and during the Special Olympics World Games.

### **Accountabilities:**

The Team Doctor is a volunteer position accountable to the SOTC Chef de Mission and Team Managers. The Team Doctor also works closely with Special Olympics Canada in the implementation of their duties.

### **Responsibilities:**

#### **Pre-Games**

- Act as a role model and conduct yourself within the Special Olympics Team Canada Program Code of Conduct.
- Be familiar with the Athlete Agreement and the roles and responsibilities of the Chef de Mission, Assistant Chef de Mission, Team Managers, Coaches and Mission Staff.
- Review and be familiar with the information on each team member's Medical Information Form. This includes reviewing all medications and contacting parents/guardians or personal physicians, as required, to clarify medical issues which may present challenges.
- Create a summary, by sport, of critical health information from athlete medical forms.
- Lead on decision-making as it pertains to medical concerns, problems, and/or issues with athletes and/or coaches.
- Act as a resource to athletes, coaches, and mission staff on health matters and for injury prevention and rehabilitation.
- Provide information and tips on health related matters for inclusion in SOTC materials.
- Develop a "Guide for Travel" to help prepare athletes and coaches for travel to the Games and for any local environmental/geographic/cultural factors that may affect athletic performance.
- Attend and participate in SOTC and/or Sport Specific Training Camps.

- Prepare a kit of medical supplies to be used by the Team at Games, adhering to Canada/Italian Customs laws for traveling with medications, as required.
- Work within the lines of communication set by SO Team Canada Leadership.
- Actively participate in all scheduled meetings as required.
- Liaise with GOC/SOI as necessary

#### During Games

- Act as a role model and conduct yourself within the SOTC Program Code of Conduct.
- Travel to and from the World Games as part of SOTC.
- House with SO Team Canada delegation in the Athlete's Village for the duration of the World Games.
- Oversee the evaluation and treatment of medical situations that arise during travel.
- Be available to provide medical directives to SO Team Canada members with the understanding that hands on medical service will be provided by the Games Organizing Committee Medical Services Department.
- Attend Games medical meetings organized by GOC/SOI
- Oversee medical treatment provided by the Games Organizing Committee and/or local community medical services.
- Visit various sport venues and athlete villages to monitor health/medical matters, including appropriate resourcing of practitioners for situations that may arise as a result of competition.
- Track and maintain detailed records of all medical issues and/or treatments experienced by SO Team Canada.
- Work with Management Team to determine information flow to Head Coaches and Assistant Coaches as it pertains to medical matters.
- Establish the protocol and process for the administering of athlete medications by athletes, coaches and/or mission staff.
- Assist with ensuring the safety and security of SO Team Canada.
- Maintain and distribute non-prescription medical supplies as required.
- Assist with problem solving as it pertains to athletes and coaches.

#### Post Games

- Submit all medical incident reports and/or GOC medical reports to Special Olympics Canada.
- Return all medical summary sheets and medical forms to Special Olympics Canada.
- Participate in a post-Games evaluation process

#### **Qualifications:**

- Be a current and fully licensed Medical Doctor in Canada with appropriate insurance coverage
- Minimum of two years experience in the medical field, preferably in Sports Medicine. Certification through the Canadian Academy of Sport Medicine is a significant asset.
- Excellent communication, organizational and administrative skills
- Experience in crisis management
- Strong interpersonal and problem-solving skills
- Must have attended the 2024 National Winter Games
- Knowledge of Special Olympics in Canada
- Experience working in a multi-sport Games setting is an asset
- Experience working with athletes with an intellectual disability is an asset
- Ability to work in a flexible, team environment
- Communication (verbal and written) in both English and French is an asset

## **Training Requirements**

- Special Olympics Canada Orientation Course - **TRAINED**
- Make Ethical Decisions (NCCP) - **EVALUATED**
- Safe Sport Training (CAC)
- Current Criminal Record Check (obtained within past 2 years)

**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 evening virtual Mission Staff meetings
- Monthly sport specific virtual meetings (schedule dependent by sport and chosen by Mission Staff and Head Coaches)
- Ongoing professional development virtual sessions

**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

4. Following the interview, the NTP-C will communicate timelines on when successful candidates will be made aware of their final decisions