

Role Description **Assistant Coach, Special Olympics Team Ontario**

Special Olympics Canada Summer Games – Medicine Hat 2026

Overview: Team Ontario Coach will represent Special Olympics Ontario at the 2026 Special Olympics Canada Summer Games. The Team Ontario Program is designed to provide athletes, coaches and mission staff with a welcoming team environment built on a foundation of **Excellence, Empowerment, Respect, Growth, and Community**. It will require dedication to training, healthy living, and accountability to its team members. Through their effort and actions, the Team will be ambassadors for Ontario and a source of pride for grassroots programs and communities.

Title: Assistant Coach, Special Olympics Team Ontario

Scope: The role of Special Olympics Team Ontario Assistant Coach is to ensure that their assigned Special Olympics athletes are prepared for competition, and experience the social, emotional and physical benefits of participating as SOTO members.

Accountabilities: This is a volunteer position directly accountable to the Special Olympics Team Canada Head Coach, and secondarily accountable to the Team Managers and Chef de Mission on all sport matters related to the training, preparation and competition of SO Team Ontario athletes.

Term: The term of Assistant Coach is from the date of selection by Special Olympics Ontario, through the final de-brief and completion of the post-Games report. (approx. August 2025 through September 2026)

Responsibilities:

- Conduct oneself in accordance with the conditions outlined in Team Ontario Coach Agreement Form; the Special Olympics Ontario Policy 7000-02 Travelling Teams - Roles and Responsibilities, and the SOO Code of Conduct.

Pre-Games

- Initiate and maintain contact with all assigned athletes and their Training Coaches to review and track training progress. This includes regular emails and/or phone calls and closely monitoring Training Central for each athlete.
- Make contact with each athlete's Training Coach and/or parent/caregiver to solicit their guidance/suggestions on the athletes needs, and how best to relate to the athlete.
- Monitor training of assigned athletes.
- Ensure monthly athlete training reports are submitted by the training coach for assigned athletes.
- Be familiar with the Athlete Agreement and the roles and responsibilities of the Chef de Mission, Team Managers, Head Coaches, Training Coaches and Mission Staff.
- Work with the Mission Staff and Head Coaches to create and maintain a cohesive team.
- Attend training camps as scheduled.
- Work within the lines of communication set by SO Team Ontario Leadership.
- Participate in meetings.
- Read and be familiar with all SO Team Ontario correspondence and information.
- Act as a role model and abide by the Special Olympics Team Ontario Code of Conduct.

During Games:

- Responsible for a minimum of three (3) to a maximum of four (4) athletes, realizing that at times you may have to cover for other coaches.
- Ensure that athletes are correctly entered in events.
- Ensure that the athletes assemble on time for all scheduled activities (practise, competitive and special events).
- Issue all sport technical protests through the Head Coach.

- Maintain an accurate record of assigned athletes' results.
- Be able to access and maintain athlete medical forms and supervise prescribed medication.
- Be aware of the location of first-aid treatment areas and outline an emergency plan with the Head Coach.
- Responsible for the general welfare, safety, health and well being of assigned athletes.
- Document and retain all incident/accidents concerns that occur for all assigned athletes and report them to the Head Coach and/or Mission Staff.
- Attend team meetings as called by the Head Coach and communicate information to athletes.
- Ensure that athletes conduct themselves according to the "Special Olympics Team Ontario Rules of Conduct" and "Code of Conduct".
- Travel to and from the National Games as part of the SOTO.
- House with the SO Team Ontario delegation in the Athlete's Village for the entire duration of the National Games.
- Act as a role model and conduct yourself within the Special Olympics Team Ontario Code of Conduct.

Qualifications:

- Must have attended the 2024 Provincial Spring or will be attending the 2025 Provincial Summer Games
- Must be a member in good standing of Special Olympics in Ontario.
- Ability to work as a team member.
- Excellent communication skills.
- Coaching experience within the sport.
- Knowledge of Special Olympics Canada sport specific rules
- Have access to a computer and be comfortable working in virtual settings.
- A strong understanding and fundamental belief in the mission and values of Special Olympics in Canada.
- Interpersonal and problem-solving skills as well as experience working with athletes with an intellectual disability.
- Resident of Ontario.
- Knowledge of Special Olympics Ontario policies

Training Requirements

- Sport specific NCCP training
- Special Olympics Canada Competition Introduction (Comp-Intro) – TRAINED
- Make Ethical Decisions (NCCP) – EVALUATED
- Making Headway (Concussion training)
- 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):

- November 7-19, 2025: Team ON Training Camp #1 (50% of team, sports TBC).
- November 14-16, 2025: Team ON Training Camp #2 (50% of team, sports TBC).
- August 10 - 16, 2026 (in-person) – National Games
- Monthly evening virtual Mission Staff meetings

APPLICATION DEADLINE: June 30, 2025

Application process:

Interested applicants will be required to submit an electronic application via: [Team Ontario Application | Games](#) prior to the deadline. Please be prepared to submit the following information when applying:

- NCCP number
- 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 reviewed by the Chef de Mission, Assistant Chef de Mission and SOO staff. Applications will be reviewed and evaluated based on the following process:

1. Endorsement from local SO Community
2. Based on endorsements and review of initial applications, SOO will invite a select group of applicants to participate in a virtual interview.
3. Following the interview, SOO 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):
 - Special Olympics experience in similar role(s)
 - Communication and technology proficiency
 - Leadership, teamwork and conflict resolution skills
 - Enthusiasm and passion for Special Olympics
 - Proven understanding of role and vision of involvement to team