

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

Special Olympics Canada Summer Games – Medicine Hat 2026

Overview: Team Ontario Head 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: Head Coach, Special Olympics Team Ontario

Scope: The Team Ontario Head Coach is the sport technical lead for their respective sport. They are responsible for the development and monitoring of training plans that guide athletes and coaches leading up to the National Games. The SOTO 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 SOTO athletes.

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

Responsibilities:

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

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 SOTO 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 SOTO 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.
- Work within the lines of communication set by SOTO 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 medical 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 Ontario correspondence and information. •
- Act as a role model and abide by the Special Olympics Team Ontario 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 National Games.
- Work with the team to ensure a productive and healthy environment at all times.
- Actively participate as a member of SO Team Ontario
- 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 Provincial Games through to the completion of the National 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 Ontario functions during the National Games.
- 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.

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.
- 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 Canada 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.
- Demonstrated leadership and ability to build and lead teams.
- Ability to motivate and foster team building.
- Have access to a computer and be comfortable working in virtual settings.
- Excellent written and verbal communication skills.
- A strong understanding and fundamental belief in the mission and values of Special Olympics in Canada.
- Strong 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):

- October 17-19, 2025: SOTO Leadership Team Planning Meeting
- 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: May 2, 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 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