



**SPECIAL OLYMPICS ONTARIO – TEAM ONTARIO**  
**NATIONAL WINTER GAMES**  
**Mission Staff - Job Description**  
**February 29 – March 6, 2016 Corner Brook, Newfoundland**

**Purpose:**

To ensure that all Team Ontario members have a successful and fulfilling experience at the National Winter Games. To assist with the overall management of Team Ontario.

**Positions Available:**

- Sport specific mission staff
- General mission staff
- Medical Mission Staff

**Qualifications/Skills Required:**

**All mission staff must be 18 years of age or older.**

- Outstanding leadership abilities;
- Ability to work as a team member;
- Managerial experience;
- Past experience in a Games environment;
- Excellent written and verbal communication skills;
- Excellent organizational and administrative skills;
- Must be a member in good standing with SOO and the community council
- Sport Specific Mission Staff: NCCP certifications equivalent to the head coach positions (see box to right)
- Medical mission staff - minimum qualifications as a R.P.N. and / or Athletic Therapist certification.
- Attendance at the 2015 Provincial Winter Games or 2015 Provincial Floor Hockey Championships will be considered an asset.

**General Responsibilities:**

- Be available to attend the 2016 National Winter Games , February 29 – March 6, 2016.
- To work with Chef De Mission and Team Manager and Coaches to ensure the effective management and operation of Team Ontario;
- Conduct oneself in accordance with the conditions outlined in Team Ontario Mission Staff Agreement Form; the Special Olympics Ontario Policy 7000-02 Travelling Teams - Roles and Responsibilities, and the SOO Code of Conduct.
- Act as a role model for all Team Ontario Members;
- Attendance at the Coaches Training Camp (date and location tbc)
- Attendance at Mission Staff meetings either in person or via conference call
- To assist the Provincial Team Liaison in your area with the travel and uniform logistics
- Ensure that the athlete and coaches code of conduct is abided by all Team Ontario Members;
- To ensure that all coaches are effectively performing their roles and responsibilities both before and during the Games;
- Travel to and from the Games with Team Ontario and stay on site at the Athletes Village with team
- Assist in the supervision of the athletes while travelling to and from the games and possibly during games
- Attend all Team Management meetings while at the games
- Notify Chef de Mission and Team Manager of any athlete or coach accidents / incidents and provide complete documentation of those events.
- Be on call 24 hours a day during games
- Prepare a final report regarding the structure and organization of these Games upon return with recommendations for future Games;

**Theory: (all coaches)**

NCCP Level 1 or Introduction to Competition Part A or B  
Making Ethical Decisions Evaluated

**Special Olympics Canada (NCCP):**

Assistant Coaches: SOC Community Course or SOC Competition Course Trained Status or Level 1 Technical and Practical

Head Coaches: SOC Competition Course Trained Status or Level 1 Technical and Practical

**Sport Specific:**

Alpine Skiing: NCCP Alpine Skiing Level 1 Certification or NCCP Alpine Skiing Entry Level Coach Workshop or Instructor Beginner

Cross Country Skiing: NCCP Cross Country Skiing Level 1 Certification or NCCP Cross Country Skiing Course (any new course will be accepted)

Snowshoeing: 125 Hours of Coaching Special Olympics Snowshoeing Athletes

Figure Skating: NCCP Figure Skating Level 1 Certification or NCCP CanSkate (Level 1 and 2) Primary STARSkate (Level 3 to 6)

Speed Skating: NCCP Speed Skating Level 1 Certification or NCCP Speed Skating FUNDamentals

Curling: NCCP Curling Level 1 Certification or NCCP Curling Club Coach Community Sport

Floor Hockey: 125 Hours of Coaching Special Olympics Floor Hockey Athletes. SOC FH coach certification courses may be required if available.



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**Sport Specific Mission Staff:**

- Will be considered the Head Coach for the sport
- Will review all technical packages and rules and provide feedback to the Chef de Mission and GOC.
- Will attend the Sport Technical Conference Calls prior to the Games
- Will distribute all technical packages and rules to all coaches
- Will organize a Sport Specific Training Camp prior to games (as needed)
- Attend head coach meetings while at the games
- Assist coaches with the submission of protest forms if needed
- Assess and evaluate venue needs of team members and forward to Chef de Mission
- Provide guidance and support the team coaches and athletes to ensure a positive games experience
- If needed, assist with athlete and coach selection and endorsement
- Will complete performance evaluations on all coaches in your sport

**Medical Mission Staff:**

- Responsible for learning the history of the athlete's medical needs or medical conditions, if uncertain, make contact with the athlete's care giver or doctor for clarification or consultation
- Responsible for receiving all medication information for each athlete including: dosage and times, self-administered or assisted, proper storage of medication etc
- Confirm the location of the medical facilities within each venue, accommodation facility and the hospitals/medical clinics within the city. Confirm the hours of operation for each facility. Inform the Head Coaches of the location of medical services.
- If necessary, escort Team Ontario members to medical facilities and advocate on behalf of the team member for the provision of treatment;
- If necessary, communicate with team member's family/care giver regarding medical treatments etc.
- Athletic Therapists will be responsible for the treatment and monitoring of sport related injuries and will maintain contact with coaches to ensure the athlete returns to play at the appropriate time.

**General Mission Staff: could include any of the following**

- Fundraising and Sponsorship – monitor all fundraising and sponsorship for team
- Media and Public Relations – all media and PR communications, Team Website, Athlete Bios
- Family Liaison – maintain ongoing communication with families attending games.
- Transportation Liaison – assist with the travel logistics for the team
- Uniform Liaison – assist with the uniform logistics for the team

*Volunteers may find the daily schedule at National Games very strenuous. The pace is often "non-stop" and will often last the entire 7 days. There is very little opportunity to rest during the day and the meal times, competition times and ceremonial events are all scheduled to very specific timelines. In addition, team members are often in a "hurry up and wait" scenario which can be quite stressful to some people.*

*The Mission Staff position is very demanding both physically and mentally and for this reason, we require all team members to be in Excellent Health to attend Games. Volunteers who are not in excellent health or who are not able to maintain a fast paced schedule for 7 days should not apply for this position.*



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**Eligibility:**

Coaches who attended the Provincial Games (either as a Coach, RTM, Mission Staff or GOC member) are eligible to apply for National Games.

**Job Requirements:**

Must have direct access to computer, internet and email  
Must have own vehicle and valid driver's license  
Must have the ability to drive rental vehicles at location of games  
Must have access to a personal cell phone while at the games.

**Date and Location:**

Games will be held February, 2016, in Newfoundland, however the total time commitment for the games could extend two days before and two days after games to allow for travel to and from the games.

**Duration of the Job:**

March 2015 – March 2016

**Supervision:**

This position is responsible to the President and C.E.O. of Special Olympics Ontario, via the Chef De Mission.