



# Special Olympics Connaught



**Management Team Application  
2020 Special Olympics Ireland Games  
Lisburn, Co. Antrim**

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## 1. INSTRUCTIONS TO THE APPLICANTS

The 2020 Special Olympics Ireland Winter Games will be held in Lisburn, Co. Antrim from 20<sup>th</sup>-22<sup>nd</sup> March. Special Olympics Connaught wishes to appoint a Volunteer Management Team to prepare and manage the team before and during the Games. Invitations are invited from interested registered volunteers to apply to be part of the team in the following roles:

Head of Delegation	
Medical Coordinator	
Floorball Head Coach (Male)	Grade 2 team
Floorball Head Coach (Male)	Grade 4/3 team
Floorball Head Coach (Female)	

Please refer to the Role Descriptions and Person Specifications later in this pack for further information on each of the roles.

The Selection Process timelines are as follows:

- Wed 3<sup>rd</sup> July'19 - Positions published on Website
- Wed 14<sup>th</sup> Aug'19 - Closing Date for Application's**
- Wed 21 Aug '19 - Letters of offer issued

Applications and relevant information should be submitted to:

**John McNaboe, Special Olympics Connaught, The Gateway Buildings, Northwest Business Park, Collooney, Sligo or e-mailed to**

**[john.mcnaboe@specialolympics.ie](mailto:john.mcnaboe@specialolympics.ie)**

**APPLICATIONS WILL BE ACCEPTED BY E-MAIL  
NO FAXED APPLICATIONS WILL BE ACCEPTED**

## **1. INSTRUCTIONS TO THE APPLICANT**

For your application to be considered, you must be a registered volunteer with Special Olympics Ireland and also complete **(by reading and signing where necessary)** and submit the following with your application:

- 1.**
  - a.** Application Form – **please complete all sections**
  - b.** Role Specification – **please sign in the shaded box**
  - c.** Safeguarding Form – **please complete relevant section**
  - d.** Code of Conduct Declaration – **please sign in the shaded box**
  
- 2.** Complete the relevant Application Form ensuring that the statutory declaration section is signed indicating that you are of good health and are able to undertake the role, responsibilities and duties of the position for which you are applying.

**Please note: - Only print and submit the pages relevant to the role you are applying for.**

**APPLICATIONS NOT COMPLETED IN FULL, WILL NOT BE  
CONSIDERED**

## 2. SELECTION PROCESS

Appointments to the Management Team for Team Connaught for the 2020 Special Olympics Ireland Winter Games are subject to the following;

1. Application forms and selection and appointment timelines will be circulated to all relevant clubs\volunteers and published on the website.
2. The specific needs of Special Olympics athletes are the primary concern in the selection of the Management Team for all events in which Team Connaught 2020 participates.
3. Positions will be filled based on applicants' individual merits and compatibility with the needs of the team.
4. Completed applications to be submitted to Special Olympics Connaught, on or before **Wednesday 14<sup>th</sup> August**. Short listing will occur as part of the selection process to determine the applicants as well as those to be held as substitutes in the event of withdrawal or illness of any applicant. **Any applications received after Wednesday 14<sup>th</sup> August will not be considered.**
5. Once selected, team members, having signed the relevant role descriptions will form an agreement between Special Olympics Connaught and the team member for the duration of their responsibility to the team.

# Head of Delegation (HOD)

## Role Summary:

The Head of Delegation (HOD) is responsible for the overall preparation and participation of Team Connaught at the 2020 Special Olympics Ireland Winter Games, working with Special Olympics Connaught staff.

**Term of Office:** From time of appointment to 4 weeks after the Games

## Key Tasks & Responsibilities Prior to Games

- Organisation and chairing of team planning meetings as necessary.
- Develop a cohesive team spirit through provision of clear instructions, delegation of roles and an open and supportive communication system.
- Ensure timely communication with Team Connaught members, their Special Olympics clubs, family members and carers in regards to training sessions and all relevant aspects.
- Attendance at pre-event meetings as required.
- Provide support to SO Connaught with regards to PR for the Games.
- Preparation of regular progress reports as required by Special Olympics Connaught in collaboration with the management team.
- Ensure that all Team Connaught members act in a professional and courteous manner at all times.
- Undertaking any other administrative or organisational tasks as appropriate.
- Abide by Special Olympics Ireland's policies and procedures.

## Key Tasks & Responsibilities during Games

- Ensure Special Olympics Connaught is represented at all HOD meetings.
- In conjunction with the Head Coaches, ensure all teams are supported where necessary during the 2020 Games.
- Ensure compliance of all team members with all Special Olympics Ireland and 2020 Games Organising Committee policies and procedures.
- Ensure full and accurate written records on relevant Special Olympics Ireland forms of all accidents or incidents involving any member of Team Connaught.
- Carry out regular "Check In" with all management and Head Coaches (delegated as required) to ensure any issues are addressed and supported.
- Abide by Special Olympics Ireland's policies and procedures and those in operation at the 2020 Special Olympics Ireland Games.

## Key Tasks & Responsibilities Post Games

- Preparation and distribution of a report template for completion by management team members
- Completion and submission of a written HOD report

## Person Specification

To take up the position of HOD you must have:

- Be a registered volunteer with Special Olympics Ireland and have an understanding of the Special Olympics programme.
- Excellent communication, people-management and motivational skills.
- Ability to demonstrate leadership qualities and to foster a spirit of teamwork by chairing meetings and delegating tasks.
- Experience travelling away with teams within and/or outside of Special Olympics.
- Be familiar with SO Article 1, General Rules as they pertain to the Games.
- Be committed to making the Games a positive experience for Team Connaught.
- Complete the Sport Irelands 3 hour Safeguarding 1 – Basic Awareness Workshop in Child Welfare & Protection and also Safeguarding 2 – Club Children’s Officer (CCO) Workshop. These workshops will educate participants on the implementation of best practice in protecting the welfare of athletes which will assist the Medical Coordinator to carry out the function of their role.
- Competent in use of word, excel and e-mail and can access documents on the web. E-mail is a key method of communication and it will be necessary to have regular and frequent access to it.
- Hold a current full clean driving licence.
- Be available to volunteer for the duration of the project and to attend all training/preparation sessions as required which will include weekends, overnight stay, and in various locations across the region.

<b>SIGNATURE</b>

<b>DATE</b>

## Medical Coordinator

### Role Summary:

To oversee, manage and monitor the medical, health and welfare related issues for athletes, coaches and management team of 2020 Team Connaught before and during the Games. Act as the Athlete Protection Officer for 2020 Team Connaught.

**Term of Office:** From appointment up until 2 weeks after the Games

### Key Tasks & Responsibilities Prior to Games

- Coordination of the capturing of athlete medical, health and welfare information by liaison with families, clubs and other stakeholders.
- Act as a point of contact for the Management Team and family members on health and welfare related issues and safeguarding issues concerning the athletes including sharing of relevant health, medical and welfare information in a confidential manner.
- Liaise and work with athletes, families, clubs, volunteers or health professionals on health & welfare issues (including behaviour supports) to oversee that athletes receive, when necessary, the relevant medical health and welfare related intervention to support their participation on the team.
- Communicate with families/primary carers the importance of providing up to date and accurate information in relation to medication, personal care and behaviour.
- Attendance at any information meetings or sessions relevant to supporting the safeguarding and medical, health and welfare requirements of the team.
- Coordinate relevant medical cover for any training sessions which may involve recruitment of additional medical volunteers via Special Olympics Ireland.
- Ensure that any medical incidents that occur at training sessions are reported, recorded and managed following the correct procedures.
- Manage all safeguarding issues in accordance with the Special Olympics Ireland Code of Ethics and Good Practice, liaising as appropriate with relevant athlete protection supports.
- Work with the Head of Delegation to ensure that all team members are aware of and familiar with relevant reporting structures within the team.
- Assess team requirements for education in the areas of intellectual disability/ health/ nutrition and Safeguarding/Code of Ethics and Good Practice.
- Ensure delivery of relevant education modules or workshops on health, welfare, nutrition/hydration and Code of Ethics and Good Practice matters for both athletes and coaches.
- Maintain confidentiality in relation to all aspects of information received regarding both athletes and management team members.
- Support coaches in the supervision of athletes where required.
- Guidance on medication administration



## **Key Tasks & Responsibilities during Games**

- Liaise with the medical services as appropriate.
- Provide support, where necessary, for team members using Games medical services, ensuring they are utilised appropriately.
- Maintain any relevant team medical, health or welfare incident records.
- Support head coaches and coach/chaperones in regards to the medical, health and welfare needs of the athletes including monitoring hydration, nutritional, communication and behavioural requirements.
- Abide by Special Olympics Ireland's policies and procedures and those in operation at the 2020 Special Olympics Ireland Games.

## **Key Tasks & Responsibilities Post Games**

- Submit a report to the Head of Delegation
- In the event of any outstanding or incomplete issues participate fully in any investigations and reviews.
- Return all forms to Special Olympics Connaught

## Person Specification

To take up the position of Medical Coordinator you must have:

- Be a registered volunteer with Special Olympics Ireland and have an understanding of the Special Olympics programme.
- Possess a professional nursing/medical qualification and be currently registered with their professional governing body.
- Ability to assess injuries/illnesses and plan or devise treatment programmes to assist athletes to return to training or competition.
- Knowledge of treatment and prevention of sporting injuries caused by sporting accidents/overuse.
- Experience of travelling away with teams within and/or outside of Special Olympics.
- Ability to demonstrate leadership qualities and to foster a spirit of teamwork.
- Excellent communication, people-management and motivational skills.
- Be committed to making the Games a positive experience for Team Connaught.
- Competent in use of word, excel and e-mail and can access documents on the web. E-mail is a key method of communication and it will be necessary to have regular and frequent access to it.
- Hold a current full clean driving licence.
- Be available to volunteer for the duration of the project and to attend all training/preparation sessions as required which will include weekends, and various locations in the regions.
- Complete the Sport Irelands 3 hour Safeguarding 1 – Basic Awareness Workshop in Child Welfare & Protection and also Safeguarding 2 – Club Children’s Officer (CCO) Workshop. These courses must be completed within three months of accepting the position of Medical Coordinator and both cert numbers should be sent to the regional office as evidence of completion.

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# Head Coach

## **Brief summary:**

To provide leadership and sports specific coaching and preparation to the athletes within the sport and to work with the assigned sports coach/chaperone(s) to prepare for the team's participation in the Games. The individual must be available for all training sessions and for the duration of the Games.

**Term of Office:** From time of appointment to 2 weeks after the Games

## **Key Tasks & Responsibilities Prior to Games**

- Possess a good knowledge and understanding of the International Federation and Special Olympics Sports rules of the specific sport.
- Ensure all athletes are well trained to the best of their ability.
- Prepare training programmes for the team and work with coach/chaperones to provide individualised training programmes for each athlete tailored toward their individual needs.
- Engage in regular, open, 2 way communication with team and RDO Sport.
- Encourage coach/chaperones to participate actively in the planning and coaching process in line with their experience and expertise.
- Liaise with athletes' local coaches & families in relation to on-going training.
- Be responsible for the team at the sports venue during all training sessions which will involve chaperoning duties from time to time.
- Update the Medical Coordinator on any relevant information/concerns related to athletes in their care, at the earliest possible opportunity.
- Abide by Special Olympics Ireland's policies and procedures.

## **Key Tasks & Responsibilities during Games**

- Be familiar with all procedures within the specific sport i.e. zone access, protest/appeals procedure etc.
- Ensure good communication between the head coach and other coach/chaperones. This is vital to the success of the team.
- Be responsible for the team at the sports venue during the Games.
- Ensure maximum effort participation from all athletes and teams
- Attend all head coaches meetings and ensure that information is shared with other relevant personnel in a timely manner, in particular the other coach/chaperones on the sport specific squad.
- Be responsible for the welfare of your team, including your coach/chaperones
- Ensure all athletes within your team are appropriately supervised at all times.
- Conduct oneself in an appropriate manner for a head coach at a major event.
- Undertake any other tasks appropriate to the post.
- Abide by Special Olympics Ireland's policies and procedures and those in operation at the 2020 Special Olympics Ireland Games.

## **Key Tasks & Responsibilities Post Games**

- Submit a sports specific report, liaising with the coach/chaperones to the Head of Delegation.

## Person Specification

To take up the position of head coach you must have:

- Be a registered volunteer with Special Olympics Ireland.
- Relevant National Governing Body/International Federation coaching qualification.
- Minimum of 3 years coaching experience with at least 1 years coaching in Special Olympics
- Experience travelling away with teams within and/or outside of Special Olympics.
- Possess a knowledge and understanding of the International Federation and Special Olympics sports rules of the sport.
- Ability to deliver a long term training programme & work with athletes on an individual/group basis
- Ability to plan & deliver and modify a long term sport specific coaching plan based on individual needs of each athlete
- Experience of dealing with sport/competition issues to Regional Advancement Event level
- Complete the Sport Irelands 3 hour Safeguarding 1 – Basic Awareness Workshop in Child Welfare & Protection and also Safeguarding 2 – Club Children’s Officer (CCO) Workshop. These workshops will educate participants on the implementation of best practice in protecting the welfare of athletes which will assist the Medical Coordinator to carry out the function of their role.
- Excellent communication, people-management and motivational skills.
- Ability to demonstrate leadership qualities and to foster a spirit of teamwork.
- Experience of working with people with intellectual disabilities in a sporting context or otherwise.

<b>SIGNATURE</b>

<b>DATE</b>

## 2020 SPECIAL OLYMPICS CONNAUGHT MANAGEMENT TEAM APPLICATION FORM

PERSONAL DETAILS	
Full Name:	
Postal Address	
Mobile Telephone Number	
e-mail	

1. Please indicate the role(s) that you are interested in applying for by placing a tick (✓) in the box opposite the role(s).
2. If interested in more than one role, please also indicate your order of preference by placing 1 beside the role you are most interested in, 2 next, etc.

Role	Team	(✓)
Head of Delegation		
Medical Coordinator		
Floorball Head Coach (Male)	Grade 2 team	
Floorball Head Coach (Male)	Grade 4/3 team	
Floorball Head Coach (Female)		

Management, Coaching and other qualifications		
Name of Awarding Body and qualification	Reference No	Year of Award

**Roles held within Special Olympics Ireland:** *(e.g. club, regional teams, Head coach, other)*

**National and International competitions you have attended and the roles at these competitions**  
*(e.g. coach, Head Coach, official, Sports Advisor, management role, other)*

**Team Management experience:** *(Include any relevant information, including details of when you have previously held a similar position within or outside of Special Olympics)*

Please answer the questions below:

**1. Can you provide examples that demonstrated your ability to perform the key tasks of the role you are applying for?**

**2. Outline below how you meet the specification of the role you are applying for.**

**Personal Goals:**

**What do you hope to achieve by being part of Team Connaught and the Ireland Winter Games?**

**Please describe any other activities/experience or relevant information about you which may be of interest to this application (e.g. voluntary work, interests etc):**

**DECLARATION**

I declare that all the foregoing statements are true and complete to the best of my knowledge and belief. I am in good health and confident that I can undertake the role, responsibilities and duties of the position for which I am applying

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Please return to:-**

John McNaboe  
Special Olympics  
Connaught  
The Gateway Buildings  
Northwest Business Park  
Collooney

Sligo



## SPORT IRELAND SAFEGUARDING TRAINING REQUIREMENT

In line with the ethos of Special Olympics Ireland and the organisation's recognition that the welfare of all persons involved in the programme is paramount, all volunteers undertaking a role on a Special Olympics Connaught Team are required to have or be willing to complete Sport Irelands 3 hour Safeguarding 1 – Basic Awareness Workshop in Child Welfare & Protection and also Safeguarding 2 – Club Children's Officer (CCO) Workshop.

Therefore, all volunteers undertaking a role on Team Connaught for the 2020 Special Olympics Ireland Winter Games must agree to provide either:

1. Proof of attendance, on a Sport Ireland Safeguarding 1 & 2 - in the past 3 years.

OR

2. Be willing to undertake this training within three (3) months of accepting the role.

*Please complete either Part A or Part B below.*

### Part A

I wish to confirm that \_\_\_\_\_ is the registration number of my Certificate(s) of Attendance on Sport Ireland Safeguarding 1

I wish to confirm that \_\_\_\_\_ is the registration number of my Certificate(s) of Attendance on Sport Ireland Safeguarding 2

### Part B

I hereby agree to attend Sport Ireland Safeguarding 1 & 2 courses within three (3) months of my appointment to a position on Team Connaught for the 2020 Special Olympics Ireland Winter Games and to subsequently provide proof of attendance to Special Olympics Connaught.

SIGNED:
PRINT NAME IN SPACE ABOVE

DATE

## CODE OF CONDUCT DECLARATION

### Rights

You have the right to:

- Be treated with dignity and respect as a co-worker, not just as free help
- Be given as much information about the organisation as possible, including information about the athletes, policies and programmes
- Have adequate training provided to ensure you complete your role to the best of their ability
- Attend a place of work that is orderly, conducive to work and worthy of the job to be done, safe and complies with health and safety regulations
- Have the freedom to make suggestions and receive good feedback that shows respect for your opinion
- Make complaints and have an effective complaints procedure
- Be assigned to a role that recognises your personal preference, life experience, education and employment background as well as recognising the needs of the organisation

### Responsibilities

You have a responsibility to:

- Respect others
- Respect the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators in Special Olympics
- Treat everyone equally regardless of gender, ethnic origin, religion or ability
- Lead by example and be a positive role model for the athletes being coached
- Maintain appropriate boundaries and respect the privacy of athletes at all times
- Make certain that the physical integrity of the athlete/s is maintained. This should not preclude any normal spontaneous expressions of warmth or happiness provided they are acceptable to all parties
- Be sensitive to the possibility of becoming overly involved or spending a disproportionate amount of time with any particular athlete/s
- Ensure that there is access to the following where appropriate for your role and responsibilities:
  - A list of names, addresses and contact numbers for parent/guardian/carer of the athletes in your care
  - Up to date Athlete Participation Forms
  - A telephone for immediate contact to emergency services if required

- Any other relevant information concerning the athletes
- Abide by Special Olympics Ireland policies and procedures inclusive of the alcohol and tobacco policy of Special Olympics
- Positive experience
  - Ensure that the time spent for each Special Olympics Ireland athlete, is a positive experience
  - Respect the talent, developmental stage and goals of each athlete
  - Make certain that each athlete competes in events that challenge that athlete's potential and are appropriate to that athlete's ability
  - Ensure that he/she performs to the best of the athlete's ability in divisioning and final rounds of competition
  - Be fair, considerate and honest with athletes
  - Communicate with athletes using simple, clear language
  - Ensure that accurate records are maintained and that scores are provided for entry of an athlete/team into any event
- Act professionally and take responsibility for actions
  - Thank competition officials and if clarification is needed, follow the appropriate competition protest and appeals procedure
  - Ensure that language, manner, punctuality, preparation and presentation demonstrates highest best practice standards
  - Display control, respect, dignity and professionalism to all involved in the sport (athletes, coaches, opponents, officials, administrators, parents, spectators, media, etc.) and encourage athletes to demonstrate the same qualities
  - Abide by Special Olympics Ireland policies and procedures and obey all Special Olympics Rules, the International Federation and the NGB rules for the sport(s)
  - Refrain from any form of abuse towards athletes and others
  - Be alert to any form of abuse from other sources directed towards athletes coached
- Quality services to the athletes
  - Encourage athletes to develop skills, sportsmanship, to play for fun and enjoyment
  - Seek continual improvement through performance evaluation and on-going coach education
  - Be knowledgeable about the sports rules and skills of the sport(s) coached
  - Provide a planned training programme

- Keep copies of the medical, training, and competition records for each athlete coached
- Health and safety of the athletes
  - Ensure that the equipment, rules, training and the environment are appropriate for the age and ability of the athletes and are safe for use
  - In conjunction with the Medical Co-ordinator review each athlete's medical form and be aware of any limitations on that athlete's participation noted on that form
  - Maintain the same interest and support towards sick and injured athletes and encourage athletes to seek medical advice when required

**I have read the Code of Conduct carefully and understand that I sign this form knowing that if I cannot abide by the Code of Conduct, disciplinary measures will be taken. This could include removal from the Special Olympics Connaught Team.**

<b>SIGNATURE</b>

<b>DATE</b>