

Special Olympics
Eastern Region



Special Olympics Ireland Games
14th – 17th June 2018
Management Team Application
Resource Pack





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INSTRUCTIONS TO THE APPLICANTS

The 2018 Special Olympics Ireland Games will be held in Dublin 14th – 17th June 2018. It is the first time since 2002 that the Ireland Games return to Dublin. Special Olympics Eastern Region wish to appoint a Volunteer Management Team to prepare and manage the team before and during the Games. It is proposed that a minimum of four squad training sessions will take place from November 2017 until May 2018. Invitations are invited from interested registered volunteers to apply to be part of our team in the following roles:

- Head of Delegation (HOD)
- Sports Coordinator (Assistant HOD)
- Medical Coordinator x 2
- Family Coordinator
- Head Coach in the following sports
 - Athletics
 - Badminton
 - Basketball (Male)
 - Basketball (Female)
 - Bocce
 - Equestrian
 - 7 aside Football (Male)
 - Golf
 - Gymnastics – Artistic
 - Gymnastics - Rhythmic
 - Kayaking
 - Motor Activities
 - Swimming
 - Table Tennis
 - Tenpin Bowling

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:

Tuesday 25 th April	Positions published on Website
Thursday 11th May	Closing Date for Application's
15 th – 19 th May	Application Shortlisting
22 nd – 29 th May	Scheduled Meeting with shortlisted applicants
2nd June	Letters of offer issued

A cover letter, application form, signed Code of Conduct & Safeguarding agreement should be submitted to: **2018 Team Eastern Region - Special Olympics Eastern Region, National Sports Campus, Snugborough, Dublin 15**
or e-mailed to eastern.region@specialolympics.ie

**APPLICATIONS WILL BE ACCEPTED BY EMAIL
NO FAXED APPLICATIONS WILL BE ACCEPTED**

INSTRUCTIONS TO THE APPLICANT

For your application to be considered, you must be a registered volunteer with Special Olympics Ireland and also complete **(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. Code of Conduct Declaration – **please sign in the shaded box**
 - d. Safeguarding – **please complete relevant section**

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.

3. Attach current coaching accreditations or relevant qualifications.
(**Do not** send originals as copies may not be returned)

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

Optional: A copy of relevant qualifications may be submitted with applications and are the only additional information that will be considered with your application.

SELECTION PROCESS

Appointments to the Management Team for Team Eastern Region for the 2018 Special Olympics Ireland Games are subject to the following;

1. Application forms and selection and appointment timelines will be circulated to all clubs 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 Eastern Region 2018 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 Eastern Region, on or before the **Thursday 11TH May 2017**. Short listing will occur as part of the selection process to determine the applicants to be offered a scheduled meeting, as well as those to be held as substitutes in the event of withdrawal or illness of any applicant. **Any applications received after Thursday 11TH May 2017 will not be considered.**
5. Once selected, team members are required to sign the relevant role descriptions which will form an agreement between Special Olympics Eastern Region and the team member for the duration of their responsibility to the team.

ROLE DESCRIPTIONS & SPECIFICATIONS

HEAD OF DELEGATION (HOD)

ROLE DESCRIPTION

Brief summary: To co-ordinate the planning and preparation of the 2018 Team Eastern Region for the 2018 Special Olympics Ireland Games. Act as the link between Special Olympics Ireland, Special Olympics Eastern Region and the team. He/she will have overall responsibility for the team, ensuring a quality experience for athletes and coaches. The role will be supported by the Regional Director and Regional Team. Ensure the project stays within the agreed budget. The individual must be available for all training sessions and for the duration of the Games.

Term of Office: From time of appointment to approximately 10 weeks following the Games.

Key tasks & responsibilities

Prior to Event

- Must be a registered volunteer with Special Olympics Ireland
- Responsible for complying with all deadlines issued by the Special Olympics Ireland and to establish deadlines for Special Olympics Eastern Region regional team to meet these deadlines.
- Put in place a clear communication process and establish a structure with the team.
- Ensure that the key team members are carrying out their role and duties.
- Assist with training of team members where appropriate.
- Work in conjunction with relevant Special Olympics Eastern Region staff on specific areas of the overall plan for the team such as travel arrangements, uniforms, training and budgets.
- Maintain monthly communication with Clubs and parents/guardians by providing up to date information on all relevant aspects of the Event.
- Prepare regular progress reports as required by Special Olympics Eastern Region.

During Event

- Responsibility for the entire team when travelling as a delegation.
- Responsible for all necessary arrangements for the team travelling to and from the Event e.g. transport, check-in, accommodation, meals and games credentials.
- Coordinate the delegation regarding ceremonies, entertainment and other relevant areas.
- Attend HOD meetings at the Event and disseminate information to the team.
- Work closely with the Management Team, ensuring open and regular communication.
- Ensure Special Olympics Ireland Policies and Procedures are implemented and adhered to along with any relevant policies which the Games Organising Committee (GOC) will have in place.
- Be aware of all Special Olympics General rules and any specific requirements of the GOC and ensure delegation comply with all of these.
- Adhere to the Code of Ethics and Good Practice of Special Olympics Ireland.
- Follow up with all necessary reports from key team leaders.

Post Event

- Organise a de-brief meeting of the Management team following the Event with the Regional Director and relevant Eastern Region staff.
- Submit a full report to Special Olympics Eastern Region by an agreed deadline.

HEAD OF DELEGATION (HOD) PERSON SPECIFICATION

Applicants must clearly demonstrate on their application how they meet the following criteria:

PERSON SPECIFICATION	DESCRIPTION
1. MANAGEMENT	
Essential	<ul style="list-style-type: none"> • Excellent people-management and motivational skills • Good budget management skills • Ability to demonstrate leadership qualities and to foster a spirit of teamwork by chairing meetings and delegating tasks.
Desirable	<ul style="list-style-type: none"> • A Current Full Driving Licence • Own car or access to a car
2. EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Experience of managing people
Desirable	<ul style="list-style-type: none"> • Experience travelling away with teams within and/or outside of Special Olympics • Experience of working with people with intellectual disabilities in a sporting context or otherwise.
3. KNOWLEDGE	
Essential	<ul style="list-style-type: none"> • Understanding of intellectual disabilities and/or the Special Olympics Programme. • Must hold a minimum of Safeguarding 1 - Child Welfare & Protection Basic Awareness Course
4. SKILLS AND ABILITIES	
Planning & Delivery	
Essential	<ul style="list-style-type: none"> • Put in place the plan for training from the appointment of the team through to the 2018 SOI Games. • Monitor team preparation plans and consult with Special Olympics Eastern Region staff regarding issues of concern. • In cooperation with Special Olympics Eastern Region staff formulate and work within the agreed budget. • Maintain accurate records of income and expenditure.
5. TECHNICAL COMPETENCIES	
Use of MS office & Internet Essential	<ul style="list-style-type: none"> • Competent in use of word, excel and email and can access documents on the web. • Email is the primary method of communication and it will be necessary to have regular and frequent access to it.
7. OTHER REQUIREMENTS	
Essential	<ul style="list-style-type: none"> • Must be available to volunteer for the duration of the project which will include weekends at various locations around the region and overnight stays at Games time. • Agree to attend all training/preparation session as required. • Be a registered volunteer with Special Olympics Ireland.

SIGNATURE

DATE

SPORTS COORDINATOR (ASSISTANT HOD)

ROLE DESCRIPTION

Brief summary: To oversee the sports specific preparation of the team of athletes and coaches. To work in conjunction with the Head of Delegation (HOD) acting as the key representative for the head coaches, coaches and their sports. To work in conjunction with the Regional Director and Regional Development Officer – Sport. Ensure the project stays within the agreed budget.

Term of Office: From time of appointment to 10 weeks after Games

Key tasks & responsibilities

Prior to Games

- Must be a registered volunteer with Special Olympics Ireland
- Assist head coaches in the preparation, planning and organisation of squad training sessions, including identifying and securing sports facilities, where required.
- Source and or provide training for coaches and head coaches where necessary.
- Liaise with head coaches as to the progress of team squads and individual athletes.
- Educate head coaches on specific duties required of them for the duration of the Games; protests, appeals procedures, policies and procedures and other relevant procedures.
- Provide regular updates to the HOD as to the progress of individuals and squads/teams.
- Act as an information resource for all coaches on Special Olympics sports rules and technical aspects of each sport.
- Attend management team meetings and ensure two way communications between coaches and other team members.
- Oversee that each team stays within agreed budget.
- In addition to the sports specific duties, will be required to act in the capacity of Assistant Head of Delegation to the team and represent the Head of Delegation in his/her absence.

During Games

- Manage the day to day Games programme with Head Coaches to incorporate specific duties required of them during Games e.g. time changes, protests, appeals procedures, other relevant procedures.
- Be aware of all Special Olympics General rules where they may impact competition.
- Support head coaches and coaches during the Games.
- Where required, to fulfil the role of Head of Delegation when the latter is not in a position to.

Post Games

- Attend a debrief with the HOD and management teams following the Games.
- Collate after action reports from each Head Coach and submit a complete sport report to the Head of Delegation by an agreed deadline.

SPORTS CO-ORDINATOR (ASSISTANT HOD)

PERSONAL SPECIFICATION

Applicants must clearly demonstrate on their application how they meet the following criteria:

PERSON SPECIFICATION	DESCRIPTION
1. MANAGEMENT	
Essential	<ul style="list-style-type: none">• Excellent people-management and motivational skills• Good budget management skills• Ability to demonstrate leadership qualities and to foster a spirit of teamwork
Desirable	<ul style="list-style-type: none">• Relevant third level sports qualification and/or a National Governing Body/International Federation coaching qualification• A Current Full Driving Licence• Own car or access to a car
2. EXPERIENCE	
Essential	<ul style="list-style-type: none">• Experience travelling away with teams within and/or outside of Special Olympics
3. KNOWLEDGE	
Desirable	<ul style="list-style-type: none">• Understanding of intellectual disabilities and/or the Special Olympics Programme.• Be familiar with the procedure for official protests or appeals at a SOI Games
4. SKILLS AND ABILITIES	
Management	
Essential	<ul style="list-style-type: none">• Ability to maintain accurate written records of all relevant registration documentation• Ability to develop log books and other handbooks and reports necessary for the successful participation of the Eastern Region Team at the Games
5. TECHNICAL COMPETENCIES	
Use of MS office & Internet	
Essential	<ul style="list-style-type: none">• Competent in use of word, excel and email and can access documents on the web.• Email is the primary method of communication and it will be necessary to have regular and frequent access to it.
7. OTHER REQUIREMENTS	
Essential	<ul style="list-style-type: none">• Must be available to volunteer for the duration of the project which will include weekends at various locations around the region and overnight stays at Games time.• Agree to attend all training/preparation sessions as required.• Must hold a minimum of Safeguarding 1 - Child Welfare & Protection Basic Awareness Course• Be a registered volunteer with Special Olympics Ireland.

SIGNATURE

DATE

MEDICAL COORDINATOR ROLE DESCRIPTION

Brief summary: To oversee and manage the medical needs of the Special Olympics Eastern Region regional team selected to travel to the 2018 Special Olympics Ireland Games before and during the Event. Work in conjunction with the Head of Delegation and Regional Director in regard to any medical and welfare concerns. The individual must be available for all training sessions and for the duration of the Event.

Key tasks & responsibilities

- Ensure that delegation members receive, when necessary, the relevant medical and health related intervention.
- Co-ordinate and/or manage any medical incidents
 - that occur at all training sessions.
 - during Games time work with the Medical Services of the Organising Committee as required.
- Attend all management team meetings.
- Act as a point of contact/advisor for the head of delegation, head coach, coaches and family members on health related issues concerning the athletes.
- Ensure all incidents reported are recorded and managed in a confidential manner, following the correct procedures in conjunction with the Regional Director.
- Assist coaches in the supervision of athletes where required.
- Manage all athlete protection issues in accordance with the Special Olympics Ireland Code of Ethics and Good Practice.
- Coordinate the development and delivery of education modules on pertinent health related matters for the team.

Post Event

- Submit a medical report to the Head of Delegation an agreed deadline.

**MEDICAL COORDINATOR
PERSON SPECIFICATION**

Applicants must clearly demonstrate on their application how they meet the following criteria:

PERSON SPECIFICATION	DESCRIPTION
1. MANAGEMENT	
SKILLS	
Essential	<ul style="list-style-type: none"> • Excellent people management and motivational skills • Good leadership qualities and communication skills
Desirable	<ul style="list-style-type: none"> • Prior experience of managing and coordination of health related issues for a number of people • Ability to coordinate medical support for multiple training facilities • A Current Full Driving Licence • Own car or access to a car
RESPONSIBILITIES	
	<ul style="list-style-type: none"> • Coordination of the capturing of athlete medical/health information and liaison with families, clubs and other stakeholders • Ensuring relevant medical information and personnel are in place for training session /s and Games time. • Manage all athlete protection issues in accordance with the Special Olympics Ireland Code of Ethics and Good Practice.
2. EXPERIENCE	
SKILLS	
Essential	<ul style="list-style-type: none"> • Must possess a professional medical/ health services qualification and be currently registered with their professional governing body • Have completed the Safeguarding 2 Club Children's Officer (C.C.O) at minimum
Desirable	<ul style="list-style-type: none"> • Must be a registered volunteer with Special Olympics Ireland • Awareness and/or experience of working with individuals with intellectual disability
RESPONSIBILITIES	
	<ul style="list-style-type: none"> • To liaise and work with athletes, families, clubs, volunteers or medical professionals on health /welfare issues concerning athlete/s • Coordinate and manage any medical incidents that occur at all training sessions • To assess injuries /illnesses and liaise with other professionals who may plan or devise treatment programs to assist athletes to return to training or competition • Knowledge of injuries and illnesses associated with sport • Knowledge of treatment and prevention of sporting injuries caused by sporting accidents or overuse • Liaise with athletes and coaches to implement optimal nutritional programs • Ensure all incidents reported are recorded and managed in a confidential manner, following the correct procedures • During Games time, liaise with the Medical Services of the Games Organising Committee as appropriate

PERSON SPECIFICATION	DESCRIPTION
4. SKILLS AND ABILITIES	
SKILLS	
Essential	<ul style="list-style-type: none"> Ability to develop & disseminate education modules on pertinent health/ welfare related matters
RESPONSIBILITIES	
	<ul style="list-style-type: none"> Collate and deliver required educational material on health/nutrition/hydration etc.
5. TECHNICAL COMPETENCIES	
SKILLS	
Use of MS office & Internet	
Essential	<ul style="list-style-type: none"> Competent in use of word, excel and email 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
RESPONSIBILITIES	
	<ul style="list-style-type: none"> Communicate with athletes, management team, families and club coaches
6. CORE COMPETENCIES	
	<ul style="list-style-type: none"> Ability to work as part of a team of coaches to deliver the training plan providing individualised support for each athlete as required. At all times, abide by Special Olympics Ireland's policies and procedures and those in operation at the 2018 Special Olympics Ireland Games Organising committee.
7. OTHER REQUIREMENTS	
Essential	<ul style="list-style-type: none"> Must be available to volunteer for the duration of the project which will include weekends at various locations around the region and overnight stays at Games time. Agree to attend all training/preparation sessions as required.

SIGNATURE

DATE

FAMILIES COORDINATOR ROLE DESCRIPTION

Brief summary: To be the point of contact for family members of selected athletes and to facilitate and promote communications between the family members and the team and Special Olympics Eastern Region as required. To assist and support family members who wish to travel to the Games. To provide advice and assistance to the Special Olympics Eastern Region Families at the Games.

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

Key tasks & responsibilities

Prior to Games

- Must be a registered volunteer with Special Olympics Ireland
- To attend 2018 Team Eastern Region Volunteer Management Team meetings and Regional Delegation training sessions as required.
- To be the main point of contact between families and the Eastern Region delegation.
- Provide family members with the information on the Games, distribute this information, and ensure that the families receive regular updates regarding the Games.
- Ensure that families receive Games Family Service registration information and materials.
- Return all family registration materials, and make sure that all families attending the Games are registered.
- Provide advice to registered family members on travel and accommodation.

During Games

- To provide reasonable advice and support to families attending the Games.
- To be the main point of contact between the families and the 2018 Team Eastern Region Volunteer Management Team to resolve Games issues affecting family members.
- Attend all family events and encourage attendance of families.
- To conduct themselves in an appropriate manner at the Games and abide by the guidelines and conditions by the 2018 Team Eastern Region Volunteer Management Team and 2018 Ireland Games Organising Committee.

Post Games

- To provide a report to the Head of Delegation an agreed deadline.

**FAMILIES COORDINATOR
PERSONAL SPECIFICATION**

Applicants must clearly demonstrate on their application how they meet the following criteria:

PERSON SPECIFICATION	DESCRIPTION
1. QUALIFICATIONS	
Desirable	<ul style="list-style-type: none"> • A Current Full Driving Licence, • Own car or access to a car
2. EXPERIENCE	
Desirable	<ul style="list-style-type: none"> • Experience travelling away with teams within and/or outside of Special Olympics.
3. KNOWLEDGE	
Desirable	<ul style="list-style-type: none"> • Understanding of intellectual disabilities and/or the Special Olympics Programme.
4. SKILLS AND ABILITIES	
Management	
Essential	<ul style="list-style-type: none"> • Excellent people-management and motivational skills • Very good leadership qualities
Planning & Delivery	
Essential	<ul style="list-style-type: none"> • Ability to plan and deliver a programme
Communications & Influencing	
Essential	<ul style="list-style-type: none"> • Strong interpersonal and communication skills
Teamwork & Personal Impact	
Essential	<ul style="list-style-type: none"> • Ability to work effectively as a team member and an individual player as required. • Ability to work with family members on both an individual and group basis
5. TECHNICAL COMPETENCIES	
Use of MS office & Internet	
Essential	<ul style="list-style-type: none"> • 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 e-mail.
Communication	
Essential	<ul style="list-style-type: none"> • Excellent communication skills
6. CORE COMPETENCIES	
Quality delivery at pace	<ul style="list-style-type: none"> • Ability to promote swift and effective achievement of tasks and goals
Teamwork & collaboration	<ul style="list-style-type: none"> • Ability to work as part of a team
7. OTHER REQUIREMENTS	
Essential	<ul style="list-style-type: none"> • Be a registered volunteer with Special Olympics Ireland • Must be available to volunteer for the duration of the project which will include weekends at various locations around the region and overnight stays at Games time. • Agree to attend all training/preparation sessions if required in the role of family coordinator. • Must hold a minimum of Safeguarding 1 - Child Welfare & Protection Basic Awareness Course • Be prepared to travel as part of the role.

SIGNATURE

DATE

HEAD COACH

ROLE DESCRIPTION

Brief summary: To provide leadership and sports specific coaching and preparation to the athletes within the sport and to work with the assigned assistant coach/chaperone(s) to prepare the team for participation the Games. Work in conjunction with Sports Coordinator (AHOD) and Regional Development Officer, Sport. The individual must be available for all training sessions and for the duration of the Event.

Term of Office: From time of appointment to ten weeks after the Event.

Key tasks & responsibilities

Prior to Event

- Must be a registered volunteer with Special Olympics Ireland.
- Complete athlete registration forms accurately for registration timelines and update times/scores/distances and any other relevant information, where necessary.
- Possess a knowledge and understanding of the National Governing Body/International Federation and Special Olympics Sports rules of the specific sport.
- Ensure all athletes are well trained to the best of their ability within their respective event.
- To prepare generalised training programmes for the team and to work with coaches to provide individualised training programmes for each athlete tailored toward their individual needs, abilities and events.
- Liaise with athletes' local coaches in relation to on-going training.
- Be responsible for the team at the sports venue during all training sessions.
- Arrange and participate in all sports specific training sessions
- For the purpose of overnight accommodation, there may be a responsibility for chaperoning of athletes.

During Event

- Be familiar with all procedures within the specific sport i.e. zone access, protest/appeals procedure etc.
- Must be available to volunteer for the duration of the project which will include weekends at various locations around the region and overnight stays at Games time.
- Be responsible for the team at the sports venue during the Games.
- Ensure Maximum effort participation from all athletes and teams.
- Attend all Head Coach meetings and ensure that information is shared with all relevant personnel.
- Conduct oneself in an appropriate manner in accordance to the Special Olympics Ireland Code of Conduct.
- Undertake any other tasks appropriate to the post.

Post Event

- Submit a sports specific report to the Sports Coordinator (Assistant HOD) by an agreed date

**HEAD COACH
PERSONAL SPECIFICATION**

Applicants must clearly demonstrate on their application how they meet the following criteria:

PERSON SPECIFICATION	DESCRIPTION
1. QUALIFICATIONS	
SKILLS	
Essential	<ul style="list-style-type: none"> National Governing Body/International Federation Coaching Qualification equivalent to a minimum of CDPI Level 1 Ability to demonstrate leadership qualities and to foster a spirit of teamwork
Desirable	<ul style="list-style-type: none"> A Current Full Driving Licence Own car or access to a car
RESPONSIBILITIES	
	<ul style="list-style-type: none"> Maintain open channels of communication with the Head of Delegation, Assistant Head of Delegation and other members of the management team while ensuring full confidentiality in relation to all athletes and other members of the team. Conduct oneself in an appropriate manner in accordance with Special Olympics Ireland Code of Conduct. Liaise with athlete's local coaches to ensure the successful implementation of the training plan for each athlete
2. EXPERIENCE	
SKILLS	
Essential	<ul style="list-style-type: none"> Minimum of four years coaching experience with at least two years coaching Special Olympics athletes.
Desirable	<ul style="list-style-type: none"> Experience travelling away with teams within and/or outside of Special Olympics.
3. KNOWLEDGE	
SKILLS	
Essential	<ul style="list-style-type: none"> Familiarity with the relevant National Governing Body/International Federation Rules and Special Olympics Sports Rules. Be familiar with the procedures within the specific sport (i.e. zone access, Head Coaches Meetings, protests and appeals procedure etc) At all times, abide by Special Olympics Ireland's policies and procedures and those in operation at the 2018 Special Olympics Ireland Games Organising committee. Must hold a minimum of Safeguarding 1 - Child Welfare & Protection Basic Awareness Course
Desirable	<ul style="list-style-type: none"> Understanding of intellectual disabilities and/or the Special Olympics Programme. Intellectual Disability modules will be available to those who require a further understanding.
RESPONSIBILITIES	
	<p>Sport specific</p> <p>Ensure each athlete is trained to the best of their ability within their</p>

PERSON SPECIFICATION	DESCRIPTION
	<p>respective events.</p> <ul style="list-style-type: none"> • Prepare an overall training programme for the team and work with the coaches to provide individualised training programmes for each athlete tailored toward their individual needs, abilities and events. • Be responsible for the team at training sessions and sports competition venue. • Ensure Maximum Effort participation from all athletes and/or teams • Attend all Head Coach Meetings and ensure that information is shared with all team coaches/chaperones and relevant members of the management team. • Adhere to the Code of Ethics and Good Practice of Special Olympics Ireland. <p>General</p> <ul style="list-style-type: none"> • Work with other coaches/chaperones on the team ensuring the welfare, care and supervision of all athletes
4. SKILLS AND ABILITIES	
TEAMWORK AND COACHING	
Essential	<ul style="list-style-type: none"> • Excellent people-management and motivational skills • Very good leadership qualities and strong interpersonal and communication skills • Proven ability to develop and mentor athletes • Ability to deliver a long term training programme and to work with athletes on an individual and group basis • Ability to work effectively as a team member and an individual player as required.
RESPONSIBILITIES	
	<ul style="list-style-type: none"> • Assist with meeting registration deadlines including the updating of times/scores and any other relevant information where necessary. • Liaise with athletes' local coaches in relation to on-going training. • Be responsible for the team at the sports venue during all training sessions. • Arrange and participate in all sports specific training session. • Ensure that athletes receive a complete Games experience and participate fully where competition schedules allow in the Healthy Athlete Programme.
5. TECHNICAL COMPETENCIES	
Use of MS office & Internet	
Essential	<ul style="list-style-type: none"> • Competent in use of word, excel and email and can access documents on the web. Email is the primary method of communication and it will be necessary to have regular and frequent access to email.
6. CORE COMPETENCIES	
	<ul style="list-style-type: none"> • Ability to work as part of a team of coaches to deliver training plan providing individualised support for each athlete as required.

PERSON SPECIFICATION	DESCRIPTION
	<ul style="list-style-type: none"> At all times, abide by Special Olympics Ireland's policies and procedures and those in operation at the 2018 Special Olympics Ireland Games Organising committee.
7. OTHER REQUIREMENTS	
Essential	<ul style="list-style-type: none"> Submit a sports specific report to the Sports Coordinator (Assistant HOD) within by an agreed deadline. Must be available to volunteer for the duration of the project which will include weekends at various locations around the region and overnight stays at Games time. Agree to attend all training/preparation sessions as required in the role of Head Coach. Be a registered volunteer with Special Olympics Ireland Undertake any other tasks appropriate to the post.

SIGNATURE

DATE

APPLICATION PACK

2018 Special Olympics Eastern Region Management Team Application Form

APPLICANTS PLEASE NOTE: Each section of this form must be **completed in full**. If the section has insufficient space, applicants should continue on an additional sheet and attach to the application form.

To facilitate photocopying, this form should be completed in black pen using block capitals or be typewritten. If you wish to apply via email please email eastern.region@specialolympics.ie for a word copy of the document. You can also scan the complete application form if downloading by PDF.

PERSONAL DETAILS		
Last Name:	First Name:	Volunteer ID No:
Address:		
Postcode:		
email:	Tel (mob):	

PROFESSIONAL QUALIFICATIONS (if relevant to the voluntary post for which you are applying)		
Name of Awarding Body	Qualification	Reference No (Year of Award)

TEAM MANAGEMENT EXPERIENCE (Include any relevant information, including details of when you have previously held a similar position within or outside of Special Olympics)

CRITERION

Please give details of experience/skills gained, including dates, and /or projects in which the skills were implemented effectively:

EXPERIENCE:

KNOWLEDGE:

SKILLS AND ABILITIES:

TECHNICAL COMPETENCIES:

CORE COMPETENCIES:

--

ANY OTHER EXPERIENCE

Please state how your previous experience has a bearing on this application:

Please describe any other activities 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:-

2018 Team Eastern Region,
Special Olympics Eastern Region,
National Sports Campus,
Snugborough Road, Dublin 15.

Or

eastern.region@specialolympics.ie

on / before the
11th May 2017

CODE OF CONDUCT DECLARATION

Rights

You have the right to:

- Be treated with dignity and respect as a valued team member, 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 an organisation that is orderly, conducive to work and worthy of the role 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 Ireland Team and being sent home.

SIGNATURE

DATE

SAFEGAURDING AGREEMENT

In line with Special Olympics Ireland ethos, in recognition that the welfare of all persons involved in the programme is paramount and in line with the requirements defined of the Sport Ireland: all persons undertaking a role with the Special Olympics Eastern Region Team for 2018 Special Olympics Ireland Games must agree to provide proof of attendance¹ to a Safeguarding workshop or be willing to undertake same within three (3) months of accepting their position.

*Please complete **either** section A **or** B*

Section A

I wish to confirm that _____ is the registration number from my Certificate of Attendance to the Sport Ireland Safeguarding Course.

Or

Section B

I hereby agree to attend a Sport Ireland Safeguarding Course within a three (3) month period of my appointment to a position on the Special Olympics Eastern Region Management Team for the 2018 Special Olympics Ireland Games and provide subsequently, proof of attendance to Special Olympics Eastern Region.

SIGNATURE

DATE
