



Special Olympics Leinster

Management Team Application

Resource Pack



**2018 Special Olympics
Ireland Games
Dublin**



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INSTRUCTIONS TO THE APPLICANTS

The 2018 Special Olympics Ireland Games will be held in Dublin, June 2018. Special Olympics Leinster 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 (HOD)
- Sports Coordinator
- Medical Coordinator
- Family Coordinator
- Head Coach for each of the below sports:
 - Aquatics
 - Athletics
 - Badminton
 - Basketball (Male) (1 per Team)
 - Basketball (Female) (1 per Team)
 - Bocce
 - Equestrian
 - 7 aside Football (Male) (1 per Team)
 - Golf
 - Gymnastics – Artistic
 - Gymnastics – Rhythmic
 - Kayaking
 - Motor Activities
 - Table Tennis
 - Tenpin Bowling
 - Pitch & Putt

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:

Monday 10th April '17 - Positions published on Website

Friday 19th May '17 - Closing Date for Application's

22nd – 5th June '17 - Application Shortlisting

5th – 12th June '17 - Interviews- Informal

15th June '17 - Letters of offer issued

Applications, CV's and relevant information should be submitted to:

**Special Olympics Leinster, National Sports Campus, Snugborough Road,
Blanchardstown, Dublin 15 or e-mail to
aoife.reilly@specialolympics.ie/patrick.oreilly@specialolympics.ie**

APPLICATIONS WILL BE ACCEPTED BY EMAIL OR POST

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. 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.

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 curriculum vitae (résumé) or 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 Leinster 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 Leinster 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 Leinster, on or before Wednesday **the 19th of May**. Short listing will occur as part of the selection process to determine the applicants to be offered an interview (informal), as well as those to be held as substitutes in the event of withdrawal or illness of any applicant. **Any applications received after Wednesday the 19th of May '17 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 Leinster 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 Leinster for the 2018 Special Olympics Ireland Games. Act as the link between Special Olympics Ireland, Special Olympics Leinster and the team. He/she will have overall responsibility for the team, ensuring a quality experience for athletes and coaches. The individual must be available for all training sessions and for the duration of the Event.

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

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 team and to establish deadlines for Special Olympics Leinster 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 Leinster staff on specific areas of the overall plan for the team such as travel arrangements, uniforms and training.
- 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 Leinster.

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 GOC will have in place.
- Be aware of all General Special Olympics 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 if required.
- Submit a full report to Special Olympics Leinster 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 Clean Driving Licence • Experience of managing a multi-faceted project
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. • Have completed or be willing to complete Safeguarding 1 – Basic Awareness Workshop in Child Welfare & Protection.
4. SKILLS AND ABILITIES	
Planning & Delivery	
Essential	<ul style="list-style-type: none"> • In association with Special Olympics Leinster Staff member 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 Leinster staff regarding issues of concern. • In cooperation with Special Olympics Leinster 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 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.
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 and overnight stays at various locations in the region. • Agree to attend all training/preparation session as required. • Be a registered volunteer with Special Olympics Ireland.

SIGNATURE

DATE



SPORTS COORDINATOR

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. May be required to act in the role of Assistant HOD at the 2018 Special Olympics Ireland Games.

Term of Office: From time of appointment to ten 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.
- 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.
- In addition to the sports specific duties, may 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

- Educate head coaches on specific duties required of them during Games e.g. time changes, protests, appeals procedures, policies and procedures and other relevant procedures.
- Be aware of all General Special Olympics 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 unable to do so.

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
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 Clean Driving Licence
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 Special Olympics Leinster (SOL) 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 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.
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 and overnight stay at various locations around the region. • Agree to attend all training/preparation sessions as required. • Be a registered volunteer with Special Olympics Ireland. • Have completed or be willing to complete Safeguarding 1 – Basic Awareness Workshop in Child Welfare & Protection.

SIGNATURE

DATE



MEDICAL COORDINATOR

ROLE DESCRIPTION

Brief summary: To oversee and manage the medical needs of the Special Olympics Leinster regional team selected to travel to the 2018 Special Olympics Ireland Games before and during the Event. 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 and ensure all incidents reported are recorded and managed in a confidential manner, following the correct procedures
 - That occur at all training sessions.
 - During Event 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 HOD, Head coach, coaches and family members on health related issues concerning the athletes.
- Collate a budget for health related services for the Event.
- Ensure all incidents reported are recorded and managed in a confidential manner, following the correct procedures.
- 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.
- To co-ordinate the capturing of Medical and Health related information required by Special Olympics Ireland.
- To liaise and work with athletes, families, clubs, volunteers or medical professionals on health /welfare issues concerning athlete/s.
- 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.
- Liaise with athletes and coaches to implement optimal nutritional programs.

Post Event

- Submit a medical report to the Head of Delegation on 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 Clean Driving Licence
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 or overnight sessions • 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 or be willing to complete Safeguarding 1 – Basic Awareness Workshop in Child Welfare & Protection and also Safeguarding 2 – Club Children’s Officer Workshop.
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 • Knowledge of injuries and illnesses associated with sport • Knowledge of treatment and prevention of sporting injuries caused by sporting accidents or overuse
3. 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.
4. TECHNICAL COMPETENCIES	
SKILLS	



PERSON SPECIFICATION	DESCRIPTION
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
5. 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.
6. OTHER REQUIREMENTS	
Essential	<ul style="list-style-type: none"> • Must be available to volunteer for the duration of the project which will include weekends and overnight stays, including throughout the summer months at possible various locations throughout the region. • 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 Leinster as required. To assist and support family members who wish to travel to the Games. To provide advice and assistance to the Special Olympics Leinster 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 Leinster Volunteer Management Team meetings and Regional Delegation training weekends as required.
- To be the main point of contact between families and the SO Leinster 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 Leinster 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 Leinster Volunteer Management Team and 2018 Ireland Games Organising Committee.

Post Games

- To provide a report to the Head of Delegation on 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 Clean Driving Licence, • Own car or access to a car
2. EXPERIENCE	
Desirable	<ul style="list-style-type: none"> • Experience travelling away with teams or groups 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 and overnight stays at various locations around the region. • Agree to attend all training/preparation session if required in the role of family coordinator. • Be prepared to travel as part of the role. • Have completed or be willing to complete Safeguarding 1 – Basic Awareness Workshop in Child Welfare & Protection and also Safeguarding 2 – Club Children’s Officer Workshop.





SIGNATURE

DATE

HEAD COACH (14 Sports)

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 in the Event. 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.
- Be responsible for the team at the sports venue during the Event.
- Ensure honest effort participation from all athletes and teams.
- Attend all Head coaches meetings and ensure that information is shared with all relevant personnel.
- Conduct oneself in an appropriate manner for a Head Coach at a major event.
- 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"> • Relevant National Governing Body/International Federation Coaching Qualification • Ability to demonstrate leadership qualities and to foster a spirit of teamwork
Desirable	<ul style="list-style-type: none"> • A Current Full Clean Driving Licence
RESPONSIBILITIES	
	<ul style="list-style-type: none"> • Maintain open channels of communication with the 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 for a Head Coach at a major event. • 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. • Have completed or be willing to complete Safeguarding 1 – Basic Awareness Workshop in Child Welfare & Protection and also Safeguarding 2 – Club Children's Officer Workshop.
Desirable	<ul style="list-style-type: none"> • Understanding of intellectual disabilities and/or the Special Olympics Programme.
RESPONSIBILITIES	



PERSON SPECIFICATION	DESCRIPTION
	<p>Sport specific</p> <p>Ensure each athlete is well trained to the best of their ability within their 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 Honest Effort participation from all athletes and/or teams • Attend all Head Coaches Meetings and ensure that information is shared with all team coaches 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 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"> • 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 Special Olympics Leinster (SOL) Team at the Games. • 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"> • Ability to work effectively as a team member and an individual player as required. • 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 • For the purpose of overnight accommodation during Pre Games training and at Games time there will be a responsibility for chaperoning of athletes. • Ensure that athletes receive a complete Games experience and participate fully where competition schedules allow in the Healthy Athlete Programme.



PERSON SPECIFICATION	DESCRIPTION
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.
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. 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 and overnight stays, including throughout the summer months at various locations around the region. Agree to attend all training/preparation sessions as required in the role of Head Coach. Be prepared to travel as part of the role. Be a registered volunteer with Special Olympics Ireland Undertake any other tasks appropriate to the post.

SIGNATURE

DATE





2018 Special Olympics Leinster 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 attached to the application form. To facilitate photocopying, this form should be completed in black pen using block capitals or be typewritten.

PERSONAL DETAILS

Please list in order of preferences your top three roles/positions:

- 1.
- 2.
- 3.

Last Name:

First Name:

ID No:

Address:

Email Address:

Tel (mob):

Tel (day):

Tel (eve):

PROFESSIONAL QUALIFICATIONS (if relevant to the voluntary post for which you are applying)

Name of Awarding Body

Qualification

Reference No (Year of Award)

Roles Held within Special Olympics Ireland: (e.g. Club, regional teams, head coach, other)





Personal Goals

What do you hope to achieve by being part of Team Leinster and the Ireland Summer Games?

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:-

Special Olympics Leinster,
National Sports Campus,
Snugborough Road,
Blanchardstown, Dublin 15.

or

aoife.reilly@specialolympics.ie/
patrick.oreilly@specialolympics.ie

19th of MAY 2017



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 2018 Special Olympics Ireland Summer 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

PART B

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

I hereby agree to attend Sport Ireland Safeguarding 1 & 2 courses within three (3) months of my appointment to a position on Team Leinster for the 2018 Special Olympics Ireland Games and to subsequently provide proof of attendance to Special Olympics Leinster.

SIGNATURE

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 Ireland Team and being sent home.

SIGNATURE

DATE

