



## Special Olympics Ulster Management Team Application Pack



**2018 Special Olympics Ireland Games  
Dublin**

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## Section 1 – Details of the Games and Roles

The 2018 Special Olympics Ireland Games will be held in Dublin, June 2018. Special Olympics Ulster wishes to appoint a management team to prepare and manage Team Ulster prior to and during the Games. The following volunteer positions are available for application:

<b>Head of Delegation</b>	1 position
<b>Sports Coordinator</b>	1 position
<b>Medical Coordinator</b>	2 positions
<b>Families Coordinator</b>	1 position
Head Coach in the following sports	
<b>Athletics</b>	2 positions
<b>Badminton</b>	1 position
<b>Basketball</b>	3 positions
<b>Bocce</b>	1 position
<b>Equestrian</b>	1 position
<b>Football (7aside)</b>	3 positions
<b>Golf</b>	1 position
<b>Gymnastics Artistic</b>	1 position
<b>Gymnastics Rhythmic</b>	1 position
<b>Kayaking</b>	1 position
<b>Motor Activities Training Programme</b>	1 position
<b>Table Tennis</b>	1 position
<b>Tenpin Bowling</b>	1 position
<b>Swimming</b>	2 positions

## Section 2 – Selection and Appointment Process

The selection process and timelines are as follows:

1. 2018 Team Ulster, positions published on the Special Olympics Ireland website by **Friday 10 March '17**
2. Closing date for all management team applications will be **Friday 31 March '17**
3. Applicant's qualifications and relevant experience will be verified, and applications reviewed
4. Short listing and interviews may occur as part of the selection process to determine the applicant's best suited to the positions as well as those held as substitutes in the event of withdrawal or illness of any applicant.
5. The successful candidates will be notified by **Monday 10 April '17**
6. All other applicants will be notified via post by **Monday 17 April '17**

Applications, CV's and relevant information should be submitted to:  
**Emma McMenamin, Special Olympics Ulster, 106A University Street, Belfast, BT7 1HP**  
or e-mailed to [emma.mcmenamin@specialolympics.ie](mailto:emma.mcmenamin@specialolympics.ie)

For your application to be considered, you must be a registered volunteer with Special Olympics Ireland and complete and submit the following with your application: -

1. Application form – **please complete all sections**
2. Code of conduct declaration – **please sign in the shaded box**
3. Code of ethics form – **please complete relevant section**
4. Attach current coaching accreditations or relevant qualifications. (**Do not** send originals as copies will not be returned)
5. Please post or email your application. You will receive an e-mail notification of receipt of application. If you do not receive this within 48 hours please contact Emma McMenamin directly on 028 9089 2993

**Only print and submit the pages relevant to the role you are applying for.**

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

Appointments to the Management Team for Special Olympics Ulster at the 2018 Special Olympics Ireland Games are subject to the following:

1. Application forms, 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 2018 Team Ulster participates.
3. Positions will be filled based on applicants' individual merits and compatibility with the needs of the team.
4. Short listing and interviews may occur as part of the selection process to determine the applicants best suited to the positions as well as those held as substitutes in the event of withdrawal or illness of any applicant.

## **Section 3**

# **Role Descriptions and Specifications**

## **3.1 - Head of Delegation Role Description**

### **Role Summary:**

The Head of Delegation (HOD) is responsible for the overall preparation and participation of Team Ulster at the 2018 Special Olympics Ireland Games, working with Special Olympics Ulster 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, at least monthly.
- 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 Ulster 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 including the HOD seminar in Dublin (date to be confirmed).
- Provide support to Special Olympics Ulster with regards to public relations for the Games.
- Preparation of regular progress reports as required by Special Olympics Ulster in collaboration with the management team.
- Encourage and support the management team in developing a strong team spirit.
- Ensure that all Team Ulster 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 Ulster is represented at all HOD meetings during the Games.
- In conjunction with the Sports Coordinator, ensure all sports teams are supported where necessary during the 2018 Games.
- Ensure compliance of all team members with all Special Olympics Ireland and 2018 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 Ulster.
- Ensure Special Olympics Ulster is kept updated on Team Ulster Games experience through the agreed communication channels.
- 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 2018 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:

- 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 a registered volunteer with Special Olympics Ireland and have an understanding of the Special Olympics programme.
- Be familiar with Special Olympics Article 1, General Rules as they pertain to the Games.
- Be committed to making the Games a positive experience for Team Ulster.
- Have completed (or be committed to complete) the Code of Ethics and Good Practice in Sport training up to the level of Children's Officer (Irish Sports Council)/ Designated Safeguarding Children's Officer (Sport NI).
- 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.

## **3.2 - Sports Coordinator Role Description**

### **Role Summary:**

To work in conjunction with the Head of Delegation (HOD) acting as the key representative for the head coaches and sports

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

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

- Support head coaches in the preparation, planning and organisation of squad training sessions, including identifying and securing sports facilities, where required.
- Liaise with head coaches as to the progress of squads and individual athletes, establishing a regular two way communication system.
- Attend and support all team training sessions and management team meetings.
- Provide regular updates to the HOD as to the progress of squads/teams and individual athletes, as appropriate.
- Be familiar with the roles and responsibilities of head coaches and coach/chaperones.
- Support head coaches in the development and delivery of their long term coaching plans, including log books and reports necessary for the successful participation of Team Ulster at the Games.
- Ensure the required technical uniform and sports equipment is in place for all sports.
- Support head coaches in booking training venues where required and ensure that all bookings made are within the agreed budget.
- Collate the Games athlete registration data accurately for registration timelines and update times/scores/distances and any other relevant information, where necessary.
- Source and or provide necessary training or up skilling for coach/chaperones and head coaches.
- Be fully aware with Special Olympics Article 1, General Rules as they pertain to the Games.
- Act as an information resource for all coaches on Special Olympics sports rules and technical aspects of each sport
- Ensure, in cooperation with head coaches, that accurate records of training and registration materials are maintained at all times.
- Abide by Special Olympics Ireland's policies and procedures.

### **Key Tasks & Responsibilities During Games**

- Maintain regular communication with all head coaches (at least once daily) and maintain an accurate record of all performances of all Team Ulster members from divisioning through to finals.
- In conjunction with the HOD, ensure all sports teams are supported where necessary during the Games.



- Ensure the HOD is kept updated on Team Ulster's Games experience through the agreed communication channels.
- Work with head coaches to ensure that athletes receive a complete Games experience and participate fully in Special Olympics Town and Healthy Athlete Programme
- Support head coaches in terms of sports specific queries and issues at Games time, which may include queries related to Special Olympics Article 1, General Rules.
- Abide by Special Olympics Ireland's policies and procedures and those in operation at the 2018 Special Olympics Ireland Games.

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

- Submit a report to the HOD

## **Person Specification**

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

- Relevant third level sports qualification and/or a National Governing Body/International Federation coaching qualification equivalent to CDPI Level 1.
- Experience travelling away with teams within and/or outside of Special Olympics.
- Experience of dealing with sport/competition issues to Special Olympics Ireland Games level.
- Be familiar with Special Olympics Article 1, General Rules and Sports Rules and with the procedure for protests and appeals at a Special Olympics Ireland Games.
- Ability to demonstrate leadership qualities and to foster a spirit of teamwork.
- Excellent communication, people-management and motivational skills.
- Ability to maintain accurate written records of all relevant registration documentation.
- Ability to develop logbooks and other handbooks and reports necessary for successful participation of Team Ulster at the Games
- Be a registered volunteer with Special Olympics Ireland and have an understanding of the Special Olympics programme.
- Understanding of learning Disabilities and/or the Special Olympics Programme
- Have completed (or be committed to complete) the Code of Ethics and Good Practice in Sport training up to the level of Children's Officer (Irish Sports Council)/ Designated Safeguarding Children's Officer (Sports NI).
- 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 various locations in the region.

### **3.3 - Medical Coordinator Role Description**

#### **Role Summary:**

To oversee, manage and monitor the medical, health and welfare related issues for athletes, coaches and management team of 2018 Team Ulster before and during the Games.

Act as the Athlete Protection Officer for 2018 Team Ulster.

**Term of Office:** From appointment up until 4 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/advisor for the Management Team and family members on health and welfare related 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 medical, health and welfare requirements of the team.
- Coordinate relevant medical cover (both information and personnel) for any training sessions in multiple training facilities 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 athlete protection 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 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 athletes and coaches.
- Work with coaches to implement optimal nutritional programs for athletes.
- 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.

- Abide by Special Olympics Ireland's policies and procedures.

### **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 and behavioural requirements.
- Abide by Special Olympics Ireland's policies and procedures and those in operation at the 2018 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 incident forms to Special Olympics Ulster

## **Person Specification**

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

- 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.
- Be a registered volunteer with Special Olympics Ireland and have an understanding of the Special Olympics programme.
- 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 Ulster.
- 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 various locations in the regions.

It would be desirable for the applicant to have:

- Qualification or experience of working with individuals with an intellectual disability.

- Prior experience of managing and coordination of health related issues for a number of people.
- Knowledge of treatment and prevention of injuries caused or associated with sport.

## **3.4 - Family Coordinator Role Description**

### **Role Summary:**

To be the point of contact for family members and supporters of Team Ulster athletes and to facilitate communication with the Games Organising Committee (GOC), as required. To provide advice and assistance to the Special Olympics Ulster family members and supporters at the Games.

**Term of Office:** From time of appointment to 3 weeks after the Games

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

- Be the point of contact between Team Ulster families/supporters and the Games Organising Committee (GOC) on all aspects relevant to families and supporters.
- Attend Team Ulster meetings and training as required.
- Coordinate and deliver Family Member/Supporters information evenings in each Special Olympics Ulster areas.
- Ensure the timely distribution of Games registration information and materials.
- Provide information and updates to family members and supporters, including deadlines for registration and accommodation, ensuring compliance with GOC registration timelines.
- Ensure family members and supporters are aware of Special Olympics Ireland policies and procedures, particularly with regards to access to athletes at training and during Games.
- Update and liaise with the Head of Delegation in regards to any relevant information/concerns related to family and supporters, at the earliest possible opportunity.
- Abide by Special Olympics Ireland's policies and procedures.

### **Key Tasks & Responsibilities During Games**

- Provide reasonable advice and support to families/supporters attending the Games
- Be the main point of contact between the families/supporters and the Games Organising Committee to resolve Games issues affecting family members/supporters.
- Coordinate any advance registration for family events during Games time.
- Attend all family/supporter events and encourage attendance of Team Ulster family members/supporters.
- Abide by Special Olympics Ireland's policies and procedures and those in operation at the 2018 Special Olympics Ireland Games.

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

- Submit a report to the Head of Delegation.

## **Person Specification**

To take up the position of Family Coordinator you must:

- Have completed the Code of Ethics and Good Practice workshop (Basic Awareness – Code of Ethics and Good Practice for Children’s Sport (Irish Sports Council)/ Safeguarding Children and Young People in Sport (Sports NI).
- Excellent communication skills.
- Be a registered volunteer with Special Olympics Ireland and have an understanding of the Special Olympics programme.
- 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 license.
- 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 various locations in the region.

## **3.5 - 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 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**

- Collate the Games athlete registration data accurately for registration timelines and update times/scores/distances and any other relevant information, where necessary.
- Possess a 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 within their respective event.
- Prepare generalised 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 coach/chaperones and Sports Coordinator.
- Encourage coach/chaperones to participate actively in the planning and coaching process in line with their experience and expertise.
- Liaise with athletes' local coaches, family members and team coach/chaperones 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.
- Arrange and participate in all sports specific training sessions, working in conjunction with Sport Coordinator.
- Chaperone as assigned, athletes for all overnight accommodation.
- 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 of Delegation and Sports Coordinator as well as between the head coach and other coach/chaperones. This is vital to the success of the team both prior to and during the Games.

- 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 which may involve scheduling in rest opportunities for them at suitable times in the Games schedule.
- 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 2018 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:

- Relevant National Governing Body/International Federation coaching qualification equivalent to CDPI Level 1.
- Minimum of 4 years coaching experience with at least 2 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
- Have completed the Code of Ethics and Good Practice workshop (Basic Awareness – Code of Ethics and Good Practice for Children's Sport (Irish Sports Council)/ Safeguarding Children and Young People in Sport (Sports NI).
- Excellent communication, people-management and motivational skills.
- Ability to demonstrate leadership qualities and to foster a spirit of teamwork.
- Be a registered volunteer with Special Olympics Ireland and have an understanding of the Special Olympics programme.
- Be committed to making the Games a positive experience for Team Ulster.
- Experience of working with people with intellectual disabilities in a sporting context or otherwise.



- 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 various locations in the region.

# Application Form

Each section of this form must be **fully completed**. If the section has insufficient space, applicants should continue on an additional sheet of paper attached to the application form.

PERSONAL DETAILS	
Full Name:	
Volunteer I.D. number	
Address:	
Email Address:	Tel (mobile):
Tel (day):	Tel (evening):

- Please indicate the role(s) that you are interested in applying for by placing a tick (v) in the box opposite the role(s).
- 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.

Head of Delegation		Football 7 a-side Head Coach	
Sport Coordinator		Golf Head Coach	
Medical Coordinator		Gymnastics Artistic Head Coach	
Family Coordinator		Gymnastics Rhythmic Head Coach	
Athletics Head Coach		Kayaking Head Coach	
Badminton Head Coach		Motor Activities Head Coach	
Basketball Head Coach		Swimming Head Coach	
Bocce Head Coach		Table Tennis Head Coach	
Equestrian Head Coach		Tenpin Bowling Head Coach	

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

Roles held within Special Olympics: <i>(e.g. club, regional teams, head coach, other)</i>
National and International competitions you have attended and the roles at these competitions <i>(e.g. coach, head coach, official, sports advisor, management role, other)</i>
Team Management experience: <i>(Include any relevant information, including details of when you have previously held a similar position within or outside of Special Olympics)</i>

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.**

**References:**

Please list two referees (NON family members) you have known for two years or more, who may be contacted by Special Olympics Ulster to provide character references. Please notify referees they may be contacted.

Reference 1	Reference 2
<b>Name:</b>	<b>Name:</b>
<b>Relationship to you:</b>	<b>Relationship to you:</b>
<b>Address:</b>	<b>Address:</b>
<b>Telephone:</b>	<b>Telephone:</b>

<b>Declaration</b> I declare that all the foregoing statements are true and complete to the best of my knowledge and belief. I confirm that if selected, I am willing to act as _____ to Team Ulster for the 2018 Ireland Games. I have received, read and understand the supplied duties and responsibilities and agree to be bound by them. 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: _____ _____	<b>Please return to:-</b>  Special Olympics Ulster 106A University Street Belfast BT7 1HP
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## 4 - Code of Conduct

### Rights

You have the right to:

- be treated with dignity and respect as a team member
- 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 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

### Responsibility

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 Ulster 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
  - 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
- Quality services to the athletes
  - encourage athletes to develop skills, sportsmanship, to play for fun and enjoyment
  - seek continual improvement through performance evaluation and ongoing 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 Ulster Team and being sent home.

<b>Signature</b>

<b>Date</b>



## Code of Ethics & Good Practice 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 Ulster Team are required to have completed training in the Code of Ethics and Good Practice. The need to complete this training is also a requirement defined by the Irish Sports Council (ISC) and Sport Northern Ireland (SNI) in their Code of Ethics and Good Practice for Children's Sport in Ireland (2000).

Therefore, all volunteers undertaking a role on Team Ulster for the 2018 Special Olympics Ireland Games must agree to provide either:

1. Proof of attendance on an ISC or Sport NI Code of Ethics and Good Practice Basic Awareness Course 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.

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### Part A

I wish to confirm that \_\_\_\_\_ is the registration number of my Certificate of Attendance on an Irish Sports Council Code of Ethics and Good Practice for Children's Sport/Basic Awareness workshop.

I wish to confirm that \_\_\_\_\_ was the date of attendance at a Sport NI Safeguarding Children and Young People in Sport workshop.

### Part B

I hereby agree to attend Code of Ethics and Good Practice workshop (Basic Awareness/Code of Ethics and Good Practice for Children's Sport (Irish Sports Council)/ Safeguarding Children and Young People in Sport (Sport NI) within three (3) months of my appointment to a position on Team Ulster for the 2018 Special Olympics Ireland Games and to subsequently provide proof of attendance to Special Olympics Ireland.

<b>SIGNED:</b>
<b>PRINT NAME IN SPACE ABOVE</b>

<b>DATE</b>