

## **Special Olympics Ulster Management Team Application Pack**

### **2026 Special Olympics Ireland Games Dublin**



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## Section 1 – Details of the Games and Roles

The 2026 Special Olympics Ireland Games will be held in Dublin, 18-21 June 2026. 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>Assistant HOD - Sports</b>	1 position
<b>Medical Coordinator</b>	2 positions
<b>Assistant HOD - Families &amp; Logistics</b>	1 position
<b>Head Coach:</b>	
<b>Athletics</b>	1 position
<b>Badminton</b>	1 position
<b>Basketball</b>	4 positions
<b>Bocce</b>	1 position
<b>Equestrian</b>	1 position
<b>Football (7aside)</b>	2 positions
<b>Golf</b>	1 position
<b>Gymnastics Artistic</b>	1 position
<b>Gymnastics Rhythmic</b>	1 position
<b>Kayaking</b>	1 position
<b>MATP</b>	1 position
<b>Table Tennis</b>	1 position
<b>Tenpin Bowling</b>	1 position
<b>Swimming</b>	1 position

## Section 2 – Selection and Appointment Timeline

- The closing date for all management team applications is **Friday, 12th September 2025**.
- Successful candidates will be notified by **Monday, 22nd September 2025**.
- Unsuccessful candidates will be notified by **Monday, 6th October 2025**.

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

- 1.** Application form – all sections to be fully completed
- 2.** Code of conduct declaration- found at the end of the application form
- 3.** All coaching certificates should be attached to your JustGo profile. If you are unable to attach these to your profile, please email the certificates to [conor.savage@specialolympics.ie](mailto:conor.savage@specialolympics.ie)

Appointments to the Management Team for Special Olympics Ulster at the 2026 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 2026 Team Ulster participates.
- 3.** Positions will be filled based on individual merits and compatibility with the needs of Team Ulster
- 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 Summary:** The Head of Delegation (HOD) is responsible for the overall preparation and participation of Team Ulster at the 2026 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

- Organise and chair monthly team planning meetings, or as necessary.
- Develop a cohesive team spirit through provision of clear instructions, delegation of roles and an open and supportive communication system.
- Ensure timely communication with Team 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 Assistant HODs, ensure all sports teams, athletes and families are supported where necessary during the 2026 Games.
- Ensure compliance of all team members with all Special Olympics Ireland and 2026 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 2026 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 Safeguarding 2 training up to the level of Children's Officer- Sport Ireland/ 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 and have access to a mode of transport.
- Be available to volunteer for the duration of the project and to attend all training/preparation sessions as required which will include weekends, overnight, and in various locations across the region.

### 3.2 Assistant Head of Delegation-Sport

**Role Summary:** To work in conjunction with the Head of Delegation (HOD) and Management Team 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

- Provide regular updates to the HOD and other relevant members of the management team.
- Be familiar with the roles and responsibilities of Head Coaches and Coach/Chaperones.
- Support Head Coaches in the development and delivery of their coaching plan for the squad, including log books and reports necessary for the successful participation of the squad at the Games.
- Ensure the required technical uniform and sports equipment is in place for all sports.
- Collate the Games athlete registration data accurately for registration timelines and update times/scores/distances and any other relevant information, where necessary.
- Work with the Head Coaches, Coach/Chaperones and clubs to ensure all athletes are allocated within coach/athlete ratios to ensure the safe and enjoyable involvement in the Games for all athletes.
- Training/Education to be provided for all coach/chaperones to ensure they are fully aware of their role and responsibilities during the Games.
- 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.

#### During Games

- Maintain regular communication with all Head Coaches (at least once daily) and maintain an accurate record of all performances of all squad 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 and AHOD Sport are kept updated on the squad'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 all elements of the Games where competition schedules allow, including participate in other related Games opportunities like the Healthy Athletes 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.



## **Person Specification:**

To take up the position of AHOD Sport you must have:

- Relevant National Governing Body/International Federation coaching qualification equivalent to Level 1.
- Experience travelling away with teams within and/or outside of Special Olympics.
- Experience of dealing with sport/competition issues to Special Olympics Regional level.
- Be familiar with Special Olympics Article 1, General Rules and Sports Rules and with the procedure for official protests and appeals process at a Special Olympics Ireland Summer Games.
- Ability to demonstrate leadership qualities and to foster a spirit of teamwork.
- Excellent communication, people-management and motivational skills.
- Have had the experience of working on a similar project with tight deadlines and budget implications.
- Be a registered volunteer with Special Olympics Ireland and understand the Special Olympics programme.
- Be committed to making the Games a positive experience for the squad.
- Have completed (or be committed to complete) the Safeguarding 2 training up to the level of Children's Officer- Sport Ireland/ 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 and online meetings (zoom/teams) 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 and possibly various locations in the region.



### 3.3 Assistant Head of Delegation- Logistics & Families

**Role summary:** The Assistant Head of Delegation (AHOD) Logistics & Families is responsible for supporting the operational aspects of the Regional Squad including team preparation, training and travel. The individual will provide advice and support to the Head of Delegation (HOD). While some aspects of the organisation will remain the responsibility of the HOD, other duties and responsibilities may, by mutual agreement, be shared or delegated to the AHOD Logistics & Families.

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

#### **Key tasks & responsibilities:**

##### ***Prior to Games***

- Provide advice and support to the Head of Delegation (HOD) as required.
- Organisation of operational aspects of squad training sessions (e.g. transportation, catering etc.) and team preparation.
- Ensure completion of all necessary documentation for all competing athletes.
- In cooperation with the HOD, work with uniform suppliers and Management team on uniform fittings, order, delivery and distribution.
- In cooperation with the HOD, and relevant regional staff, organise and plan regional squad launch event
- Support the HOD in developing a strong team spirit through provision of clear instructions and an open and supportive communication system.
- Support the HOD in ensuring timely communication with squad members, their Special Olympics clubs, family members and carers in regard to training sessions and all relevant aspects of the event.
- Support the AHOD Sport and Head coaches in completion of registration materials and relevant paperwork.
- Support the HOD in complying with all timelines issued by the Games Organising Committee and establish timelines for the squad to ensure adherence to same.
- Attendance at pre-event meetings as required.
- Provide information and support to relevant Regional staff members on the squad for public relations.
- Coordinate and organise the teams travel arrangements to and from the Games, liaising with relevant staff, clubs and family members.
- Be the point of contact between the regional team's families/supporters and the Games Organising Committee (GOC) on all aspects relevant to families and supporters both in the lead up to and during the Games.
- Coordinate and deliver Family Member/Supporters information evenings prior to the Games
- Provide information and updates to family members and supporters, including relevant deadlines for registration, ensuring compliance with GOC registration timelines.
- Be the main point of contact between the families/supporters and the Games Organising Committee to resolve Games issues affecting family members/supporters.
- Ensure that all squad members act in a professional and courteous manner at all times.
- Undertaking any other administrative or organisational tasks as required.
- Abide by Special Olympics Ireland's policies and procedures.

### ***During Games***

- Coordinate the squad's departure from the Games in cooperation with the Head of Delegation (HOD).
- Ensure your Region attends all HOD meetings during the Games (either represented by HOD or either of the AHODs).
- In conjunction with the HOD and AHOD Sport, ensure all sports teams are supported where necessary during the Games.
- Support the HOD to coordinate the squad in areas including Ceremonies, entertainment and Healthy Athletes and ensure that all athletes have a complete Games experience, where competition schedules permit.
- Maintain an accurate record of all expenditure within the squad.
- Ensure compliance of all team members with all Special Olympics Ireland policies and procedures.
- Support the HOD, if required, to ensure full and accurate written records on relevant Special Olympics Ireland forms of all accidents or incidents involving any member of the squad.
- Support the HOD to ensure your Region is kept updated on the squad's Games experience through the agreed communication channels.
- Support the Families and Supporters on any related concerns.
- Carry out regular "Check In" with all management and Head Coaches (delegated as required) to ensure all challenges are addressed and supported.
- Abide by Special Olympics Ireland's policies and procedures

### **Person Specification**

To take up the position of AHOD Logistics & Families 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.
- Experience of working within tight budgets and timescales.
- Be a registered volunteer with Special Olympics Ireland and have a strong understanding of the Special Olympics programme.
- Be familiar with Special Olympics Article 1, General Rules.
- Be committed to making the Games a positive experience for the squad.
- Have completed (or be committed to complete) the Safeguarding 2 training up to the level of Children's Officer- Sport Ireland/ 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 and online meetings (zoom/teams) 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 and possibly various locations in the region.

### 3.4 - Medical Coordinator

**Role Summary:** To oversee, manage and monitor the medical, health and welfare related issues for athletes, coaches and management team of 2026 Team Ulster before and during the Games. Act as the Athlete Protection Officer for 2026 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 2026 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:

- 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.
- Experience managing and coordinating health-related matters for groups, maintaining wellbeing of all participants.
- Knowledge of treatment and prevention of injuries caused or associated with sport.



### 3.5 - Head Coach

#### **Role 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 HOD & Assistant HODs Sport.
- Encourage coach/chaperones to participate actively in the planning and coaching process in line with their experience and expertise.
- Liaise with athletes' local coaches, 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 2026 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 Level 1 Coaching Cert.
- 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 (or be committed to complete) the Safeguarding 2 training up to the level of Children's Officer- Sport Ireland/ Designated Safeguarding Children's Officer- Sport 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.