



Sport Coordinator

Brief summary: To work in conjunction with the Head of Delegation (HOD) and Assistant Head of Delegation (AHOD), acting as the key representative for the head coaches and sports

Term of Office: From time of appointment to 5 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 team 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 and the AHOD 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 Ireland at the Games.
- Ensure the required technical uniform and sports equipment is in place for all sports.
- Securing and booking of sports training venues in line with public procurement. Linking with the Head coaches for venues and the HOD prior to final booking.
- 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 in cooperation with the AHOD.
- 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 Team Ireland members from divisioning through to finals.
- In conjunction with the HOD and AHOD, ensure all sports teams are supported where necessary during the Games.

- Ensure the HOD and AHOD are kept updated on Team Ireland'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 the Host Town Programme and where competition schedules allow, participate in other related Games opportunities including Special Olympics Town and Healthy Athletes Programme.
- Be the key link for Special Olympics Ireland to update Team Ireland's results and performances.
- 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 2023 Special Olympics World Summer Games.

Post Games

- Submit a report to the HOD by July 23rd 2023.

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 official protests and appeals process at a Special Olympics World 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 within tight budgets and timescales.
- 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 Ireland.
- 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 (Sports 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, overnight stays, and possibly various locations in the regions.