



Volunteer Position Title:	Head of Delegation (HOD)
Team / Program:	2022 National Games
Time Commitment:	Approximately 6 hours a week from September 2021 to November 2022 Attend Team Training Camp (2 days - date TBC) Travel to Tasmania from 16-23 October 2022
Location:	Launceston, TAS
Reporting To:	State Committee
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> - Special Olympics Australia Volunteer - Working with Children's Check - Police Check - Current First Aid/CPR Certificate

Description of the Role:
<p>The HOD will manage the team and provide administrative support to Head Coaches (HC), Medical Personnel (MP) and SOA for the preparation of your selected teams to travel and compete at the Games. The National Games is the highlight of the four-year competition calendar; it provides athletes with the opportunity to compete against other states.</p>

Competencies, Skills, Experience, and Education:		
Competencies / Skills	Essential	Desirable
	<ul style="list-style-type: none"> - Proven high quality administration, communication, and organisational skills - Demonstrated people management, interpersonal and conflict resolution skills - Excellent team player and able to delegate tasks - Ability to work under pressure with limited resource and to tight timelines - Has awareness of the needs of athletes with an intellectual disability - Candidate must be physically fit, healthy and have the capacity to work consecutive long hours for the duration of the Games 	
Experience / Education	Essential	Desirable
	<ul style="list-style-type: none"> - Experience in the organisation of travelling teams - Experience working with people with an intellectual disability - Experience working with Special Olympics 	

Performance Area	Key Tasks	Performance Indicators
Pre-Games	<ul style="list-style-type: none"> - Manage team officials to enable them to carry out their roles ensuring all athletes are prepared & families are confident of their athlete's involvement - Coordinate team training camp - Coordinate uniform ordering, fittings, packing and distributions - Provide all paperwork required to GOC within set timelines - Coordinate team travel and any accommodation arrangements - Produce newsletters and have regular communication with SOA and HC - Actively assist with team fundraising - Follow up with athlete levy payments 	<ul style="list-style-type: none"> - Supported & managed team officials including communication with athletes & families - Effectively coordinated full team training camp - Uniforms, paperwork, travel & accommodation coordinated by deadline - Effectively communicated with all parties on a regular basis - Funds generated from fundraising activities - No outstanding levy payments
During Games	<ul style="list-style-type: none"> - Work with SOA and the Games Organising Committee (GOC) - Provide support to all officials and conduct de-briefs with HC, MP and SOA - Coordinate on ground logistics - Attend any meetings as required - Ensure the 1:4 ratio is always adhered to and the care of all athletes is paramount 	<ul style="list-style-type: none"> - Worked effectively with SOA & GOC - Conducted de-briefs with HC, MP and SOA - Effectively coordinated on ground logistics - 1:4 ratio for athlete care needs were fully met
Post Games	<ul style="list-style-type: none"> - Complete official evaluations for AHOD, MP and all HC - Submit a written report to SOA six weeks after the conclusion of the Games - Attend a de-brief session with SOA 	<ul style="list-style-type: none"> - Comprehensive official evaluations completed by deadline - Written report submitted within six weeks of the Games - Participated in de-brief session with SOA

Key Relationships and Interactions:	
Internal	SOA, State Committee, Head of Delegation, Assistant Head of Delegation, Head Coaches, Coaches, Team Support, Medical Personnel, Athletes
External	Parents/Carer(s), Clubs