DCU SPORT

Application form for Summer Camp

Coach / Volunteer

INTRODUCTORY STATEMENT

DCU Sport is now accepting applications for the positions of Summer Camp Coach & Volunteers 2017. The successful candidates will need to be available from the 26th of June – 4th of August inclusive. The hours per week will be 35-40. Mandatory training days are also included in the above dates.

Duties and Responsibilities of the Summer Camp Coach are:

- To ensure the health and safety of all Camp users.
- To adhere to the Camp rules and regulations, policies and procedures set out by DCU Sport.
- Be punctual, reliable and trustworthy.
- To ensure all legislation and best practise is adhered to.
- To report to the Programmes Manager, Duty Manager, Operations Manager or CEO as required.
- To set up and take down Camp as required.
- To assist in maintaining a high standard of hygiene and quality for Camps.
- To practise a high standard of customer service and professionalism.
- To provide first class customer service through handling complaints, queries, assisting with groups etc.
- To have a positive attitude, be highly motivated and have an organised approach to Camp.

Please complete the following Application Form **fully** (Sections A-E and Garda Vetting Form NVB 1) as incomplete Application Forms will not be considered.

All applications must be submitted to the DCU Sport Complex Reception by **Friday the 31st of March 2017 at 6.00pm**.

After this date a selection of candidates will be contacted by email for interview with will take place on the **Thursday the 18th of May 2017**.

Please note that all positions will only be offered after receipt of an approved Garda Vetting Form from An Garda Siochàna – included in this application.

Section A – Personal Details

A

Please note ALL information received on this form will be treated confidentially.

Name:

Maiden name (*if applicable*):

Photograph:

PLEASE AFFIX A RECENT
PASSPORT SIZE PHOTOGRAPGH
IN THIS SPACE

Address:

Previous Address:*
*over the past 5 years

How long have you lived at this address?

Place (town/City) and Date of Birth:

Telephone Number: (H) (M)

PPS Number:

Email Address:

Section B – Education

B

Education Profile:

School / Institution:

Current Year / Years Attended:

Couse(s):

School / Institution:

Current Year / Years Attended:

Course(s):

Qualifications:

Awarding Body:

Year:

Qualification Details:

Awarding Body:

Year:

Qualification Details:

Section C – Experience

C

Please note ALL information received on this form will be treated confidentially.

Please set out current/previous sporting experience:

Please set out current/previous relevant camp/coaching experience:

Why are you a suitable Summer Camp Coach/Volunteer? (Max. 60 words):

If you had a preference of which age group to coach, which would you choose and why?

1st preference:

2nd preference:

Are you applying for a Coach (must be over 18 by 27th June 2016) or a Volunteer (must be over 16 by 27th June 2016) position?

Section D – Self-Declaration

D

Please note ALL information received on this form will be treated confidentially.

Name:

(As per birth certificate)

Alias:

(i.e. if you are called by a different name other than on your birth certificate)

Address:

Date of Birth:

Q1. – Have you ever been convicted of a criminal offence? Yes ☐ No ☐

If yes, please complete the following questions:

Date(s) of investigation(s):

What was the Court's Decision?

Q.2 – Are you currently under investigation for any alleged criminal offences? Yes ☐ No ☐

If yes, please complete the following questions:

Date(s) of investigation(s):

What was the court's decision?

Q.3 – Do you agree to abide by the DCU Sport Code of Conduct as outlined on www.dcu.ie/dcusport? Yes ☐ No ☐

Q.4 – Have you ever been asked to leave any organisation working with children or young people in the past? Yes ☐ No ☐

(if you have answered yes, we will contact you in confidence)

Q.5 – Is there any reason why you may be considered unsuitable to work with children or young people? Yes ☐ No ☐

Any other relevant information?

PLEASE NOTE:

Failure to declare a conviction or prosecution in Ireland or elsewhere may result withdrawal of offer of employment/ withdrawal of volunteer work.

I certify that the above information is true and correct to the best of my knowledge and realise that any false information or omissions may lead to the termination of services / offer of employment / withdrawal of Camp Coach / Volunteer work.

I understand that application is contingent on receipt of satisfactory Garda report.

Signed: _____ Date: _____

Print Name ( )

Section E – References

E

Please note ALL information received on this form will be treated confidentially.

Please supply the names of two responsible people whom we can contact and who from personal knowledge are willing to endorse your application. If you have had previous involvement in a sports club, one of these names should be that of an administer / leader in your last club / place of involvement.

No. 1:

Name:

Address:

Telephone:

Position:

No. 2:

Name:

Address:

Telephone:

Position:

Section F – FOR OFFICIAL USE ONLY

F

Please note ALL information received on this form will be treated confidentially.

Date application received:

Date and time of Interview:

Interviewed by:

1.

2.

References received and are satisfactory: Yes ☐ No ☐

Comments:

Statutory check completed and returned (if appropriate): Yes ☐ No ☐ N/A ☐

Proof of applicant's identification received: Yes ☐ No ☐

Recommendation:

Approved reasons

Not approved reasons

Signed:

Date:

Print Name:

Garda Vetting Form

1

Please click on links provided on DCU Sport Website

Please note ALL information received on this form will be treated confidentially

DCU SPORT CODE OF CONDUCT

DCU SPORT STAFF; COACHES AND VOLUNTEERS

As a member of DCU Sport Staff; Coaches and Volunteers, I agree that I should:

- ***Ensure the safety of all children by careful supervision, proper pre-planning of coaching/training/playing sessions, using safe methods at all times.***
- ***Actively encourage all children and young people not to discriminate ANY person on the grounds of religious beliefs, race, gender, social classes or lack of ability.***
- ***Emphasise fun and participation.***
- ***Always be positive and to promote the objectives of DCU Sport at all times.***
- ***Report any incidents of alleged abuse or suspicions of abuse IMMEDIATELY to the Designated Liaison Person or in their absence, the Deputy Designated Liaison Person.***
- ***Report ALL accidents or incidents to the Designated Liaison Person or in their absence, the Deputy Designated Liaison Person.***
- ***Subject to competency, administer minor First Aid in the presence of others and where necessary, refer more serious incidents to the appropriately qualified DCU Sport Staff member.***
- ***Have access to telephone for immediate contact to emergency services if required.***
- ***Foster team work to ensure the safety of other players / participants.***
- ***Ensure the rights and responsibilities of players / participants are enforced.***
- ***Maintain confidentiality about sensitive information.***
- ***Be a positive role model (disciplined / committed / punctual), remembering that children learn by example.***
- ***Refrain from smoking and consumption of alcohol during activities.***
- ***Never ask anyone to keep secrets of any kind.***
- ***Ensure that all those working with children and young people do so under the guidance of the coach.***
- ***As a coach, keep my knowledge updated through Continuous Professional Development (CPD).***
- ***Protect myself from false accusations by:***
    - ***Not spending excessive amounts of time alone with children away from others.***
    - ***Avoid taking children alone in a care on journeys, however short.***
    - ***Avoid ANY communications by mobile phone / email / social network sites with any child or young person.***
    - ***Never taking children or young people.***
    - ***Not administering First Aid involving the removal of a child's or young person's clothing unless in the presence of others.***

As a member of DCU Sport Staff, Coaches and Volunteers, I will NOT:

- ***Use any form of physical punishment or physical force on a child or young person***
- ***Allow any rough or dangerous play, bullying, or the use of bad or obscene language, or inappropriate gestures or behaviours***
- ***Not let any allegations of abuse of any kind to go unchallenged or unrecorded.***
- ***Fail to record any incident or accident in the DCU Sport Incident/Accident Book, including notifying the parent/guardian.***
- ***Exert undue influence over a participant in order to obtain personal benefit or reward.***
- ***Abuse children and/or young people by engaging in:***
    - ***Rough physical games;***
    - ***Sexually provocative games or;***
    - ***Allow or engage in inappropriate touching of any kind, and/or make sexually suggestive comments about or to a child or young person and,***
    - ***Emotional abuse or other inappropriate conducts through innuendo, flirting or inappropriate gestures; terminology and commentary.***
- ***Take measurements or engage in certain types of fitness testing without the presence of another adult.***
- ***Undertake any form of therapy (such as hypnosis etc.) in the training of children or young people***

Any misdemeanour; general misbehaviour or breach of this Code of Conduct by a member of DCU Sport Staff, Coach or Volunteer, involving a child or young person will be dealt with immediately and reported to the DCU Designated Liaison Person or in the event of their absence, the Deputy Designated Liaison Person who may initiate in appropriate disciplinary measures.

Subject to the principles of fair and natural justice of any disciplinary process, persistent breaches of the Code of Conduct may result in the dismissal from DCU Sport of a member(s) of DCU Sport Staff / Coach / Volunteer.

Dismissal of a member(s) of Staff / Coach / Volunteer from DCU Sport may be appealed with the final arbitration determined by the appropriate authorities within DCU Sport.

I have read the DCU Sports Code of Conduct for DCU Sports Staff, Coaches and Volunteers as set out above and I agree to abide by the guidelines as set out in the Code

Signature of DCU Sports Staff/Coach/Volunteer _____

Print Name _____

Date _____