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| **INFORMATION ON EXPRESSION OF INTEREST FOR TUTORS/ COACHES/ FACILITATORS PANEL FOR MONAGHAN SPORTS PARTNERSHIP** |
| Monaghan Sports Partnership (MSP) is seeking to create a panel of qualified and experienced Tutors/Coaches available to support the delivery of programmes across the County of Monaghan.  **Purpose of Panel**  Those successful will be engaged in a Contract for Services arrangement for the delivery of programmes on behalf of MSP. MSP, an initiative of Sport Ireland, seeks to increase participation in sport and physical activity. In particular, programmes and activities are developed targeting those with low participation rates from a variety of target groups and settings including:   * Women/Teenage Girls * Older Adults * People with a Disability * Youth at Risk * Men * Schools |
| **Criteria**  *(please note that while not all these criteria are essential, priority will be given to individuals that can show or demonstrate evidence in most)*   * Qualification in Exercise/Fitness Instruction, Sports Coaching, NGB Qualifications or Similar (e.g. QQI Level 5/6, Higher Certificate, Degree) NCEF, REPs, EHFA accreditation desirable. * Experience working with the above target groups and/or in the fitness industry. * Ability to advise, inform, motivate and support individuals especially those with low participation levels. * Expertise and coaching experience with MSP target groups. * Own insurance will need to be in place prior to commencing delivery.   **Responsibilities to include:**   * Delivery of MSP programmes/initiatives. * Ensure programme delivery is appropriate to the target group and necessary screening is carried out before programme commences. * Respect for environment/venue used for programmes and adherence to good safety standards. *Continued overleaf.* |

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**Responsibilities to include cont/d:**

* Ensure all paperwork is in order, including sign-in sheets, programme evaluations/reports and any other paperwork prescribed by MSP.
* Adhere to MSP GDPR best practice guidelines.
* Promote MSP activities as appropriate.
* Take photos/video on behalf of MSP for use on MSP social media networks and promotional materials.
* Tutors may also from time to time have responsibility for collecting participation fees on behalf of MSP.

**Tutor Selection**

On receipt of Expressions of Interest, MSP will match our particular needs with the criteria as presented and hold further discussions on an individual basis as required. Individuals selected for the MSP Panel of Tutors will be required to facilitate programmes and initiatives based on MSP requirements and within specific timeframes. Please note that programmes and initiatives are run on an ad-hoc basis during the calendar year and are subject to funding.

**Application Process**

Please complete the below **Expression of Interest Form** which is also available on our website **www.monaghansports.ie** or can be requested by emailing [info@monaghansports.ie.](mailto:info@monaghansports.ie.)

*The panel will be valid for 2 years. Terms and Conditions will apply.*

***Note****: This is an expression of interest process only for the purpose of adding to an existing panel to deliver programmes throughout Monaghan. It is not and should not be construed as an offer of employment or forming any part of a contract between MSP and any parties that respond to this notice. MSP decision in relation to the formation of a panel is final.*

Please return completed form by email to [info@monaghansports.ie](mailto:info@monaghansports.ie%20) or by post to: Monaghan Sports Partnership, Ballybay Civic Offices, Main St. Ballybay, Co. Monaghan by **Friday 29th November 2019**

[**www.monaghansports.ie**](http://www.monaghansports.ie)



Monaghan Sports Partnership - More People, More Active, More Often



**MONAGHAN SPORTS PARTNERSHIP**

**TUTOR / INSTRUCTOR / FACILITATOR APPLICATION FORM**

This application form applies to those who wish to be considered as a tutor / instructor for sports / physical activity programmes with Monaghan Sports Partnership. At this point it does not constitute any form of agreement between both parties and does not guarantee that you as a tutor / instructor will be used by Monaghan Sports Partnership.

**GENERAL INFORMATION**

Name:

Address:

Contact No: Email:

Are you currently employed / actively involved in sports coaching / exercise instruction? Yes: No:

Please list your qualifications or sports coaching certification, the year in which they were obtained and the level of qualification (***Please provide copies of any qualifications listed with this application***)

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| Name of Activity / Fitness discipline  (eg exercise instruction, yoga, Pilates, GAA, Soccer, Tennis) in which you are qualified | Level of Qualification or Coaching Certification | Year in which it was obtained | Does this qualification entitle you to coach / train | | |
| Adults  only | Children only | Adults and Children |
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Are you registered with any National Governing Body (for Sport) as a qualified coach or National Certifying Body for fitness instruction?

Do you have the following? **Please include copies of each course completed.**

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| --- | --- | --- | --- |
| **Name of additional course attended** | Yes | No | Year |
| Safeguarding (Child protection) |  |  |  |
| Is this Safeguarding course a Sport Ireland certified course? |  |  |  |
| First Aid |  |  |  |
| Disability Awareness workshop |  |  |  |
| Autism in Sport workshop |  |  |  |
| Any other- list below |  |  |  |
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**EXPERIENCE** Please provide details of relevant experience of coaching/instructing/leading activity/volunteering in sport/recreation activities and/or fitness instruction:

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| --- | --- | --- | --- |
| **Name of Employer/ Club/Group** | **Job Title/ Details of Responsibilities** | **From** | **To** |
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Aside from your coaching / instruction, do you have experience in delivering presentations? (e.g. classroom-based talks workshops using PowerPoint or other visual presentations etc)

Please outline experience here…

If you have presentation experience, would you like to be considered as a tutor / facilitator for any of the following workshops / training courses should the opportunity arise? If so, please tick the one(s) that interest you.

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| --- | --- | --- |
| **Name of course** | **Brief description of course** | **Please tick if you are interested** |
| Buntús Start | Delivering training on Physical Activity for Pre-School children to Childcare Staff |  |
| Fundamental Movement Skills | Delivering training to adults and / or children in basic fundamental movement skills |  |
| Coaching Children | A series of 4 workshops to support Sports Club coaching working with children |  |
| Sports Leadership | Delivering Sports Leadership training to directly to young people to enable them to become sports leaders |  |

**INSURANCE**

Do you have your own public liability insurance cover? Yes No

If yes, please provide a copy of your current Insurance policy;

**AVAILABILITY**

Please state your general availability – tick any time slots that may be currently available

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| --- | --- | --- |
| **Day** | **Time** | **Please tick one or more** |
| Mon-Friday | School hours (9.30am- 3.00pm) |  |
| Mon-Friday | Evening time (7.00pm-9.00pm approx.) |  |
| Weekends (not as often required) | Morning / Afternoon (10.00am-5.00pm) |  |
| Weekends (not as often required) | Evenings (7.00pm-9.00pm) |  |

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| **North Monaghan** | **South Monaghan** | **Mid County** |
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**YOUR PREFERRED LOCATION** *Please indicate your preferences with an X in boxes (you may indicate more than 1)*

**TERMS & CONDITIONS**

Registered tutors / instructors must take responsibility for providing their own transport for any work undertaken on behalf of Monaghan Local Sports Partnership and the appropriate motor insurance cover for operating such vehicle on public roads.

It is the responsibility of the individual tutor / instructor to ensure that all the necessary insurance covers in terms of public liability insurance, employers liability insurance, motor insurance and insurance against damage to or loss of equipment / facilities are in place.

**Data Protection Statement**

From time to time, Monaghan Sports Partnership receives requests from members of sports clubs / community groups seeking a tutor / instructor in a specialised area. In this instance we may refer them directly to you.

In this instance we will contact you to ask your permission to share this information. Otherwise the information you have provided will be stored by Monaghan Sports Partnership for the purpose of contacting you directly in relation to contracted pieces of work.

This application does not constitute any agreement at this time. If contracted to undertake a piece of work, you will also be asked to submit further information in relation to bank account details. Please also complete the Self Declaration in relation to Safeguarding below.

I have read and fully understand the conditions attached

Signed : Date

**Self-declaration to Monaghan Sports Partnership**

You are expected to complete the attached form as the work you undertake as a registered tutor with Monaghan Sports Partnership may involve interaction with children or vulnerable adults. If you are unsure of any of the statements listed below, please do not hesitate to contact our office on 042-9755126 and we would be only too glad to assist you.

I \_ (name) of

(address), wish to be considered as a contracted tutor with Monaghan Sports Partnership do hereby declare the following: -

* I have never been convicted of a criminal offence or been the subject of a caution, a bound over order nor am I at present the subject of any criminal investigation(s)
* I have never been asked to leave a sporting organisation or any organisation involving Children or Vulnerable Adults
* I do not know of any reason that would make me unsafe to work with Children or Vulnerable Adults
* I am familiar with the guidelines of the Sport Ireland ‘Code of Ethics and Good Practice for Children’s Sport’ and the Department of Health & Children’s ‘Children First, National Guidelines for the Protection and Welfare of Children’
* I have no objection to Monaghan Sports Partnership (via Monaghan County Council) having me vetted by An Garda Síochana if required

If appointed to work with children and vulnerable adults, I agree to be bound and abide by the guidelines contained in the Sport Irelands “Code of Ethics and Good Practice for Children’s Sport” and the Department of Health & Children’s “Children First, National Guidelines for the Protection and Welfare of Children”

I understand that making a false or misleading statement in this self-declaration will result in my immediate dismissal from any contracted work with Monaghan Sports Partnership, and I will not be considered for any future work

I further understand that the making of a false declaration is a criminal offence and that this could be notified by Monaghan Sports Partnership to the relevant statutory bodies.

I declare that all the statements above are correct and true.

Signature:

Print name: Date: