

Call for applications for the position of Technical Delegate for the Sitting Volleyball competition at the Tokyo 2020 Paralympic Games

Background

The World ParaVolley Board recently decided to openly advertise the important position of Technical Delegate for the Tokyo 2020 Paralympic Games.

This is a volunteer position that requires a firm commitment of time and energy to represent the interests of World ParaVolley athletes in delivering a quality Sitting Volleyball experience for them in Tokyo and to represent World ParaVolley on the international stage. The TD will be required to travel to Tokyo for Inspection Visits on several occasions in the coming years.

This is a position requiring considerable background and experience at a senior management level at sports events with a focus on Sitting Volleyball competitions.

The position is currently held by the World ParaVolley Sport Director in an interim capacity.

The process

Written applications are invited for the position and should address the Job Description below and include an appropriate C/V or Resume with contact details. (There is no specific format required.) Character references may also be submitted. The Application should contain a signed statement to the effect that all submitted information is true and valid.

Applications close on 31 August 2017 and should be submitted to the World ParaVolley General Manager (generalmanager@worldparavolley.org) and copied to the Sport Director (sportdirector@worldparavolley.org) and the President (president@worldparavolley.org).

The Board has appointed an Interview Committee that will short-list and interview candidates using Skype or another agreed communication method. The Interview Committee will make a recommendation to the World ParaVolley Board for the approval of a preferred candidate.

The Board's preferred candidate will then be recommended to the International Paralympic Committee for formal appointment.

Please note that the Board is about to advertise the position of Assistant Sport Director in addition to the Technical Delegate position for Tokyo 2020, and that the two positions may or may not be held by the same person.

The Role of the Technical Delegate (TD) at the Tokyo 2020 Paralympic Games

Introduction

Following an application process, the World ParaVolley Board nominates the TD for the Paralympic Games to the International Paralympic Committee. The IPC approves the nomination and the TD is officially appointed.

The TD is responsible for the planning and delivery of the Sitting Volleyball Competitions for men and women at the Tokyo 2020 Paralympic Games.

It is the function of the TD to represent World ParaVolley in all matters relating to the Paralympic Games.

The TD position is very demanding in terms of time and energy. The duration of the role prior to the Paralympic Games is about 3 years.

The TD must ensure that the World ParaVolley technical requirements are met by the LOC in order to deliver the highest quality Sitting Volleyball competition for the athletes.

Specific Functions

The TD has overall responsibility for planning and/or approving key functional areas in the delivery of the Sitting Volleyball competition (See Appendix for details):

- Competition Venue
- Training Venues
- Sport Presentation & Match protocol
- Look of the Games
- Competition systems and match scheduling
- Results systems
- Transport
- Village accommodation and access to Village facilities
- Food
- Hospitality at Competition Venue
- Accreditation
- Security
- Publications & Guides

- Local Volunteers
- Victory Ceremonies
- Contingency Planning
- Anti-Doping
- Athlete eligibility
- Ticketing
- World ParaVolley specific requirements
- IPC requirements
- Media Liaison
- Language services
- Spectator services
- Medical services

Requirements

The TD will be required to travel to the host city up to 5 times during the course of the appointment for Inspection Visits.

The TD for a Paralympic Games will be required to commit a large amount of time to the position that includes consultation through World ParaVolley personnel to IPC and LOC personnel. A basic understanding of the IPC and the LOC will be an advantage.

Experience

- Sound knowledge of Sitting Volleyball and/or Volleyball
- Major sports event organiser/participant
- Delivering sport events in various roles
- Coordinating with external agencies and event stakeholders
- IT as a means of communication
- Dealing with a MoU and extensive, detailed Appendices
- Senior management roles at sports events, particularly Sitting Volleyball competitions

Personal Characteristics

- Resilience, persistence and perseverance
- High-level negotiating skills
- Strong command of the English language, both verbal and written
- Working knowledge of Word and Excel
- An ability to accurately input, analyse and edit data online
- High-level communication skills to ensure prompt and accurate information transfer to all stakeholders
- An ability to file and archive all documentation and communication received and sent

- Strong decision-maker able to offer precise direction and ensure delivery
- Attention to detail in order to ensure that World ParaVolley requirements, rules and regulations are met
- Ability to cope with physically and mentally demanding requirements whilst meeting precise and sometimes tight deadlines
- Ability to develop good working relationships through close liaison with all stakeholders
- Understanding and appreciation of the culture of the host nation and competing nations
- Willingness to accept and act on advice from members of the World ParaVolley Board of Directors

The Process

- 1 World ParaVolley Board advertises the position and invites applications
- 2 An Interview Committee has been established and a short list of Applicants is to be compiled
- 3 Interview by Skype will include standard questions and event scenarios
- 4 The Interview Committee makes a recommendation to the World ParaVolley Board
- 5 The World ParaVolley Board makes a recommendation to the IPC
- 6 Following acceptance by the IPC, the position is confirmed and will be effective immediately with a handover process from the Interim Technical Delegate

APPENDIX – Key Areas

- Competition Venue
 - Evaluation and approval of plans for venue, including seating, Competition Control Area, Field of Play (FoP) and Warm-up courts
 - Security and Accreditation Zones, including access to the Field of Play and Mixed Zone
 - Separate Accreditation Zones and Accessibility for Paralympic Family, Spectators, Athletes and WPV/LOC staff
 - Sight lines
 - FoP Equipment and Warm-up court equipment, including playing surface
 - Provision for prostheses and wheelchairs
 - Furniture supply and allocation of equipment for all areas
 - Volleyballs
 - Flag display
 - Lighting
 - Changing rooms, including accessible facilities
 - Functional Areas including World ParaVolley offices and facilities
 - Cleaning and waste management

- Training Venues
 - Equipment and playing surface as per competition FoP
 - Volleyballs
 - Lighting
 - Changing rooms, including accessible facilities
 - Transport schedule
 - Training Schedule
 - Privacy of team training
 - Control of media

- Sport Presentation

Liaison with

 - IPC Sport Presentation Team
 - Venue Lead Producer
 - Music Director
 - Entertainment Manager
 - Announcers

Regarding:-

 - Pre- Match Official Protocol
 - Pre-match video(s)
 - Music choice
 - Entertainment, including visiting entertainers and Mascot
 - Lighting effects
 - Public screens

- Look of the Games
 - Approval of colour scheme, including court surface and branding of equipment
 - Approval of location of IPC and sponsor logos on playing surface
 - World ParaVolley Totem dimensions and location

- Competition systems and match scheduling

- Results systems
 - Paralympic Results and Information Service (PRIS)
 - Game statistics (OMEGA)
- Transport
 - Service levels and mode of transport for World ParaVolley staff
 - Schedules for WPV officials' transport to and from the Airport, Village, competition venue and scheduled WPV/LOC meetings
 - Schedules for team transport to and from the Village competition venue, training venue(s) and scheduled WPV/LOC meetings
- Village accommodation and access to Village facilities
 - Village inspection(s)
 - Village & Accommodation security
 - Guest passes
 - Allocation of rooms to World ParaVolley staff
- Food (excluding athlete food)
 - At Village
 - Food provision and menus at the venue
 - Paralympic Family and VIP food service levels, provision and menus
- Hospitality at Competition Venue
 - Paralympic Family
 - VIP Guests
 - Athletes
- Accreditation
 - Entering and checking all World ParaVolley Staff Accreditation details, including photos
 - Establishment of Accreditation Zones at venue
 - Personnel
 - IF Guest Passes and Day Passes
- Security
 - Venue opening times
 - Accreditation Control points
 - Liaison with Head of Security & Personnel
- Publications & Guides e.g.
 - Explanatory Guide
 - Team Leader Guide
 - Games Officials Guide
- Local Volunteers
 - Sport volunteers
 - Ensure appropriate Pre event training of NTOs & sufficient LOC staff with relevant skills
- Victory Ceremonies
 - Liaising with Presentation team
 - Nominate World ParaVolley Presenters

- Contingency Planning
- Anti-Doping
 - Room allocation and facilities
 - IPC Testing arrangements
- Athlete eligibility
 - Classification (pre-event)
 - Nationality
 - Compliance with criteria for qualification – played within a designated period
- Ticketing
 - Maximising ticket sales through match scheduling
 - WPV tickets for guests
 - Sales guide
- World ParaVolley specific requirements
 - ITOs (numbers and appointments) as agreed with IPC
 - Organisation Chart
 - Preliminary Inquiry
 - General Technical Meeting
- IPC requirements
 - Team uniforms
 - Manufacturer Identification Guidelines (Rule 50 and IF specific technical requirements for uniforms)
 - MoU and Appendices
 - Contractual Agreements
- Media Liaison
 - OBS
 - Host Broadcast Licence Holders
 - Camera positions
 - Photographer positions
 - Mixed Zone
 - Press area
 - Press Conference facilities
 - Global image of WPV
- Language services
 - Team interpreters in Competition Control Area
- Spectator services
 - Spectator numbers
 - Spectator flows
- Medical services
 - Approval of Medical Services Plan
 - Role of Team Doctors and Therapists
 - FoP Provision