

OPERATION TRACKSHOES - ROLES AND RESPONSIBILITIES

Board of Directors

The Board of Directors is the governing body of Operation Trackshoes. Its directors provide direction for the organization. This includes:

- Fund Raising
- Budgets & Spending
- Formation of Action Committees
- Development of Policies & Procedures

Senior Counsellor

- Coordinates a dorm of counsellors and competitors, assuming over-all responsibility.
- Upholds policies and procedures of Operation Trackshoes.
- Acts as a resource to counsellors, providing support, direction, information and requests and provides extra resources as needed.
- Troubleshoots as needed.
- Promotes and ensures a respectful and positive attitude toward competitors.

Support Team Member

- Supports the overall counsellor system, but in particular provides support to the Senior counsellors.
- Assists Seniors, as directed, in providing coverage for dorms, when Seniors are involved elsewhere.
- Provides for and ensures the safety of competitors and is responsible for general security during the weekend.
- Provides radio communications.
- Provides special expertise and assistance as requested or required.

Nurse

- Responds to and assists with all medical emergencies and related situations.
- Coordinates and administers all medications.
- Provides assistance/direction etc. in the care of medically fragile competitors.
- Responds to health care needs of those attending Operation Trackshoes.

Senior Day Counsellor

- Provides overall coordination to day and part time counsellors.
- Contacts local groups and independent competitors to confirm need for day counsellors.
- Participates in the orientation of day counsellors.
- Assigns day counsellors prior to the OT weekend where possible for local competitors.
- Assigns day counsellors during the weekend to Seniors as relief for full time counsellors.

Competitor Assessment Team Member

- Reviews all competitor registration forms.
- Assesses and codes the type of support needed for each competitor.
- Contacts all groups to confirm competitor information, numbers of counsellors needed, special needs and requirements etc. of each group.
- In conjunction with the Competitor/Counsellor System Coordinator, negotiates special arrangements as needed for competitors.
- Ensures competitor related documentation is complete
- Participates in counsellor assignment process.

Full-time Counsellor

- Provides support, friendship and assistance to assigned competitors for the entire weekend while staying on campus.
- Provides additional assistance in terms of personal care and behavior supports if agreed to prior to the weekend.
- Commitment required:
 - attendance at an orientation
 - Friday approx 3:00 pm until Sunday approx. 3:00 pm (can be some slight variation with start and finish times)
 - willingness and commitment to remaining on campus and with competitors throughout the entire weekend

Day Counsellor

- Provides support, friendship and assistance to assigned competitors who are attending during the day (usually local competitors).
- Provides some assistance as needed in terms of personal care and behavioral supports as agreed to prior to the weekend.
- Commitment required:
 - attendance at an orientation
 - Friday 4:00 pm until group (if local) has left, or (if overnight) has retired for the night, Saturday 8:00 am – 11:00 pm, Sunday 8:00 am – 2:00 pm
 - willingness and commitment to remaining on campus and with competitors during the above times

Part-Time Counsellor

- Assists in a similar capacity to that of the full and day counsellors, but likely with less responsibility and no involvement in personal care.
- Participates where needed at any given time.
- Commitment required:
 - attendance at an orientation
 - participation during agreed to times

Meet Official

- Responsible for running of the meet.
- As meet officials are not required to have a criminal record check, they are not cleared to take any role in the personal care of a competitor.

Coach or Escort

- Accompanies groups and individuals from home community to Operation Trackshoes.
- Backs up and provides information for counsellors – such as who can share rooms and who gets along with who.
- Responsible for ensuring appropriate registration in events and picks up and distributes chest labels each day.
- Assists or take lead role with personal care as appropriate.
- Upon request from Senior Counsellor, troubleshoots behavior management issues.