



OPERATION TRACKSHOES

c/o Camosun College, 3100 Foul Bay Road, Victoria, BC V8P 5J2

If you enjoy meeting new people and having fun....
Be a **Volunteer Counsellor** at the 48th annual Operation Trackshoes
June 8 – 10, 2018 at the University of Victoria!

Operation Trackshoes (sometimes referred to as OT) is a weekend-long sports festival for BC residents with a developmental disability. It includes a full-length competitive track and field meet, events for people in wheelchairs, and many fun and recreational events as well. We offer a wide range of activities appropriate for people of all levels of ability and ages.

The key component of Operation Trackshoes is building relationships between people with and without developmental disabilities. As a volunteer counsellor you will be matched with competitors to provide support, assistance and friendship throughout the weekend (this is similar to the camp counsellor concept). Some of the sporting activities are open to counsellors as well as competitors, and everyone participates in the leisure and social activities together.

We welcome people with no prior experience but who have a sincere desire and a strong commitment to be a part of Operation Trackshoes. We are also looking for volunteers with specialized skills in areas such as behavior management, nursing, personal care and alternate communication systems.

Younger Counsellors

- a) Are you in grade 8 or lower? If so, you can apply as a Peer Counsellor assigned to a competitor your own age with the support of an adult counsellor. Please review the [Peer Counsellor](#) letter and complete the [Peer Counsellor Application Form](#).
- b) Will you be 15 or 16 at the event, and have not volunteered with Operation Trackshoes previously? If so, please register as a day or part-time counsellor. There are very few full-time positions for this age group and they are generally reserved for returning counsellors.
- c) Will you be 17 or older at the event, and have not volunteered with Operation Trackshoes previously? If so, you may register as a full-time, day or part time counsellor. You may be matched with either a teen or adult competitor.

There are four types of counsellors at Operation Trackshoes:

1. **Full-time Counsellor:** Assigned to one or more competitors staying at UVic. The team will be together day and night from 3:30pm Friday to about 2:00pm Sunday. Accommodation and meals are provided.
2. **Day Counsellor (3-day Option):** Most likely assigned to the same group for the weekend. Meals are provided. Friday: 3:30pm-11pm; Saturday: 8am-11pm; Sunday: 8:30am-2pm.
3. **Day Counsellor (2-day Option):** Most likely assigned to the same group for the weekend. Meals are provided. Saturday: 8am-11pm; Sunday: 8:30am-2pm
4. **Part-time Counsellor:** Assigned to one or more competitors on a temporary basis as needed. Part-time counsellors can participate at Operation Trackshoes for as little as four hours. Meals are provided.

[Counsellor Application Forms](#) are available for download. Once completed, you may submit the form by using the SUBMIT button at the bottom of the form, attaching and sending a copy to info@trackshoes.ca, faxing the form to 1-888-317-2826 (toll free), or mailing a copy to the address on the bottom of the form. Since many competitors

travel to attend OT from a considerable distance away and need to finalize their travel plans, we ask that you submit your Application Form as early as possible.

As a counsellor, you must attend an orientation session; please review the [Orientation Schedule](#). The counsellor role is extremely important and the number of counsellors who apply determines the number of competitors we can accept. When registering for an orientation session, where possible, please come to an earlier orientation so we can confirm your availability for the event (this will allow us to let the competitors know if they can attend Operation Trackshoes).

For security reasons and in keeping with various government regulations, we require all counsellors to have a criminal record check. To make this process easy for you, we use the online process offered by the Ministry of Justice. Step by step instructions on completing your criminal record check are available [here](#). *If you encounter any difficulties, please email info@trackshoes.ca.*

As a new counsellor, you are required to provide two references that are employment, education or volunteer related. If you are under 18, you must get a teacher to fill out the [Teacher Letter of Reference Form](#) which can be found on our website; one additional reference is still required.

If you are under 19, please have your parent or legal guardian complete and sign the [Consent Form](#) which can be found on our website. Please bring the signed and completed form with you to your orientation session.

Our ability to accept competitors is based entirely on the number of counsellors who sign up. So, in order for as many competitors as possible to attend, we would very much appreciate your help in recruiting other counsellors.

If you would like someone from the Counsellor Recruitment Committee to provide you with more information or to give you a presentation about Operation Trackshoes, please email us at info@trackshoes.ca.

We believe you will find this volunteer opportunity to be truly the experience of a lifetime. With your help, we will make Operation Trackshoes 2018 the best weekend ever!

Judith Armstrong (President)

Fiona McDannold (Counsellor Registrar)