





	Federação Portuguesa de Natação Moradia do Complexo do Jamor, Estrada da Costa, 1495-688 CRUZ QUEBRADA Tel 21 4158190/91 Fax 21 4191739 E-mail: secretaria@fpnatacao.pt					Data 02/05/27
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DISTRIBUIÇÃO: Associações Distritais

ASSUNTO: *Atenas 2004 – Serviço Voluntário*

Para conhecimento e divulgação junto dos clubes filiados, junto enviamos correspondência recebida do COP, sobre o assunto em referência.

Pela Direcção da FPN

Custódia Coroa

Custódia Coroa
Secretária Permanente



Ref: 222/2002
VFM/CM

Exm^a. Direcção

Data: 2002.05.17

ASSUNTO: Atenas 2004 – Serviço Voluntário

Exm^{os}. Senhores,

Junto se enviam, para efeitos de divulgação e distribuição, informações relativas ao serviço de voluntariado para os Jogos Olímpicos e Paralímpicos de Atenas 2004.

Os eventuais interessados neste serviço deverão preencher uma cópia do formulário de inscrição que se encontra em anexo e enviá-la ao Comité Olímpico de Portugal, até ao final do mês de Setembro.

Com os melhores cumprimentos.

Comité Olímpico de Portugal

Victor Fonseca da Mota
Victor Fonseca da Mota
Secretário Geral

RECEB. EM 22/05/23
N.º DE REGISTO 804 PROC. B
RESPONDE EM _____
OFÍCIO N.º _____

I'll be there too





Eleven Questions about Volunteering in the 2004 Olympic and Paralympic Games

1

Why should I become a volunteer?

2

Am I eligible and what qualifications are required?

3

When will my services be needed?

4

For how many days will my services be required?

5

In what areas could I be involved?

6

Where could I offer my services?

7

How will I be prepared to best offer my services and will I be entitled to any benefits?

8

What will my training consist of?

9

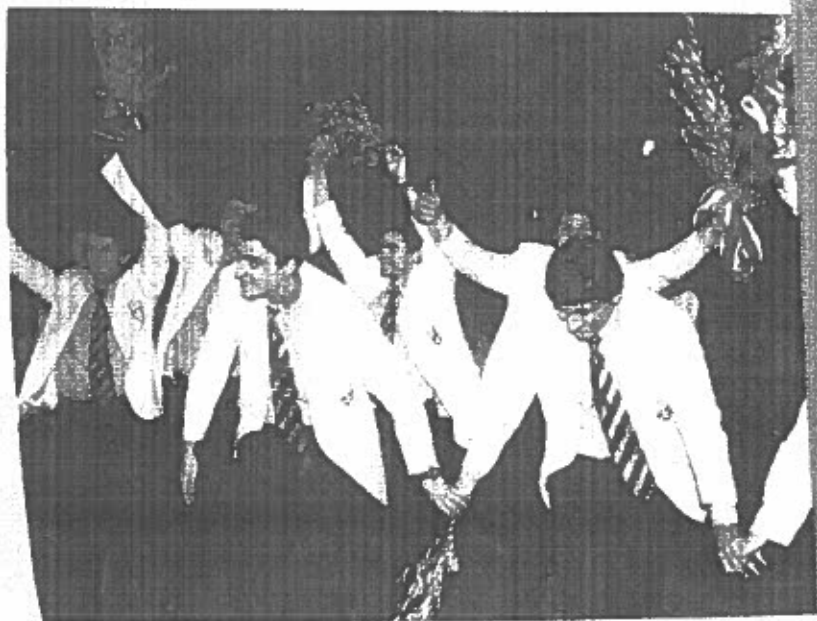
How long will the training last?

10

How do I sign up as a Volunteer for the 2004 Olympic and Paralympic Games?

11

When and how will I be notified following my Application?



Why should I become a volunteer?

To contribute to the success of the 2009 Olympic and Paralympic Games and participate in the greatest event of the century, modern Olympic Games, in your lifetime.

To experience the Olympic Games opportunity, gain valuable knowledge, and meet people from around the world.

2

3

4

You must be over 18 years of age by the time of the Games.

You will need to complete and submit the Volunteer Application Form.

You will have to attend the designated interview.

You must be available during the period of time for which you will volunteer.

You will need to participate in the Volunteer Training Programme.

An estimated total of 60,000 volunteers will participate in the ATHENS 2004 Volunteer Programme. The majority will be needed during the summer of 2004.

During the Test Events 2003-2004, Approximately 15,000 volunteers will participate in testing the facilities and operations at all levels.

During the preparation of the Olympic and Paralympic Games: May-August 2004.

During the Olympic Games in Athens: 13-29 August 2004. Approximately 45,000 volunteers will be necessary to ensure the smooth operation of the Games both inside and outside the Olympic venues.

During the Paralympic Games in Athens: 17-28 September 2004. Approximately 15,000 volunteers will complement the efforts of 4,000 athletes during the 2004 Paralympic Games.

The usual period of volunteer involvement in the Olympic and Paralympic Games is 5-10 days.

When you fill out the Application Form, you will need to specify the exact number of days that you wish to offer your services.

5. VOLUNTEER

5.1. THE WORK

A list of areas for volunteer participation can be found in the appendix at the end of this brochure. Every effort will be made to place you in the service area of your choice. Your qualifications and the needs of the ATHENS 2004 Organising Committee for the Olympic Games will be taken into consideration. However, your first choice may not always be possible, in which case you will be offered an alternative position.

In Athens and the other Olympic Cities (Thessaloniki, Volos, Patra, Heraklion).

At various Olympic and Paralympic competition and non-competition venues.

Competition venues host the events, e.g. Olympic Stadium, Olympic Velodrome, Football Venues, Olympic Aquatic Centre, and Peace and Friendship Stadium.

Non-competition venues do not host events, but serve the operational needs of the Games, e.g. Olympic Village, Media Villages, the airport, hotels, ports.

All volunteers will be prepared with appropriate training for their assignment.

In order to facilitate the work of volunteers during the Games, the Organising Committee offers each volunteer:

The ATHENS 2004 Volunteer Uniform and any equipment required for the work they will be assigned to do.

Meals during service.

Insurance during service.

Transportation to and from service locations.



8

What will my training consist of?

Training will enrich your knowledge in the area of your involvement during the Olympic and Paralympic Games.

At the same time you will be offered the opportunity to:

- Learn more about Olympism and Volunteering.

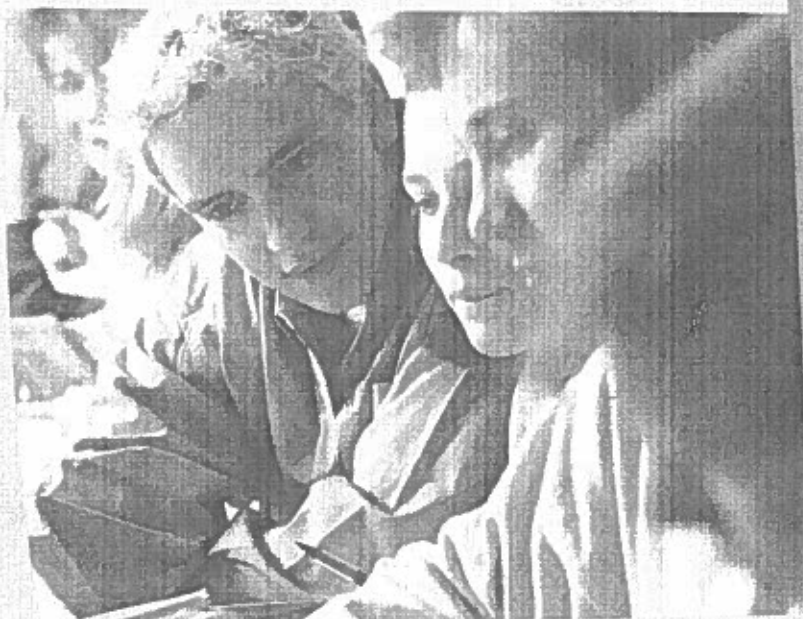
- Find out about all the sports and activities taking place at the various venues.

- Familiarise yourself with the specific location where you will be providing your services.

- Receive detailed information on your responsibilities and duties as a volunteer.

- Learn about first aid procedures.

- Work closely with athletes with a disability and familiarise yourself with the challenges Paralympic athletes overcome to be Paralympians.



The training period varies for each year of involvement. All volunteers will be required to attend all training programmes and to participate in field practice. Training ensures you a substantial and efficient contribution to the Games.

Complete and mail the ATHENS 2004 Volunteer Application Form using the envelope provided. No stamp is required for applications mailed in Greece.

You may also fill out the Application Form on-line at the following address: www.athens.olympic.org/volunteers.

After your Application Form has been processed you will be invited to an initial meeting. These interviews are scheduled to begin in 2002 and continue until 2004. Interviews are necessary prerequisites for all Volunteers.

Once selected, you will be offered a specific assignment for which you will be trained.

Administrative

Administration
Ceremonies
Communications
Energy Management
Environment
Hospitality/Tourism
Information Technology
International Relations
Interpreting Services
Medical/Health Services
Olympic Family Transportation
Press Operations
Public Relations
Security
Spectator Services
Sports
Telecommunications

Administration

Volunteers will be assigned various administrative duties which will ensure the smooth operation of a working environment. Responsibilities will include check and register personnel inside and outside the Olympic and Paralympic venues, management of personnel shifts, uniform distribution, correspondence, etc.

Ceremonies

Volunteers for the Opening and Closing Ceremonies will either participate in the artistic programme or assist with its production. Volunteers for the Medal Ceremonies will be appointed to competition venues, where Competition finals will take place. Their duties will include escorting the winning athletes and officials to the award podium, carrying medals and flowers for the winners, raising the national flags.

Communication

Volunteers for this area must have degrees and professional experience in Communications or related fields (Advertising, Marketing, Public Relations, etc.). They will be appointed to various competition and non-competition venues, where they will help in the flow of information, identifying matters of interest and coordinating all other communication functions through the Main Communications Centre.

Energy Management

Volunteers for this area must be qualified and hold a professional license as engineers/electricians. They will cooperate with the energy manager and electrical engineering subcontractors in matters of daily inspection, maintenance and coordination in energy-related problem solving.

Environment

They will help disseminate information and suggest actions to spectators and the Olympic and Paralympic Families regarding environmental issues. Volunteers will be the environmental messengers of the Games.

Hospitality/Tourism

Volunteers with an experience in the hotel and tourism industries will be assigned to the following areas: Hotels, Cruise ships, Reservations. They will be offering administrative services and informing the members of the Olympic and Paralympic Families on related matters.

Information Technology

Volunteers with a background in Information Technology or special knowledge in the technical aspects of a sport will be assigned technical responsibilities, such as time and score keeping in competition venues, results management, network support, network administration, network-user support. Volunteers with no technical background may still be used as results printout operators or in administrative capacities.

International Relations

Volunteers selected to provide services to the members of the Olympic and Paralympic Families must be proficient in at least one other language besides their native language. Responsibilities include escorting official guests and members of national delegations, athletes and team officials and providing administrative support.

Interpreting Services

Volunteers for this area must be certified interpreters. They will be offering their services to athletes, officials and other members of the Olympic and Paralympic Families.

Medical/Health Services

Volunteers with a professional license (doctors, nurses, rescue personnel, physiotherapists, dentists, pharmacists, dental technicians, opticians, etc.) will be offering their medical services at first aid and medical emergency units in competition and non-competition venues.

Olympic and Paralympic Family Transportation

This is an area of special importance to the successful organisation of the Games. Volunteers in this area will be working as drivers or escorts, and will ensure the safe and timely transportation of the Olympic and Paralympic Families, athletes, technical officials, journalists, and other officials.

Press Operations

Volunteers with a good knowledge of foreign languages and a background in the media may be involved at the Main Press Centre, Venue Media Centres, and Media Villages. They will provide support to journalists covering the Games and will contribute to the smooth operation of the Press facilities. They will also provide their services and expertise before the period of the Games, at the Olympic News Service, for the collection of athletes' biodata and statistical data.

Public Relations

Volunteers will help to handle the management of events and presentations for Olympic and Paralympic Family members, spectators of the Games, journalists, etc.

Security

Volunteers will be offering their services in areas of access control to the various Olympic and Paralympic venues.

Spectator Services

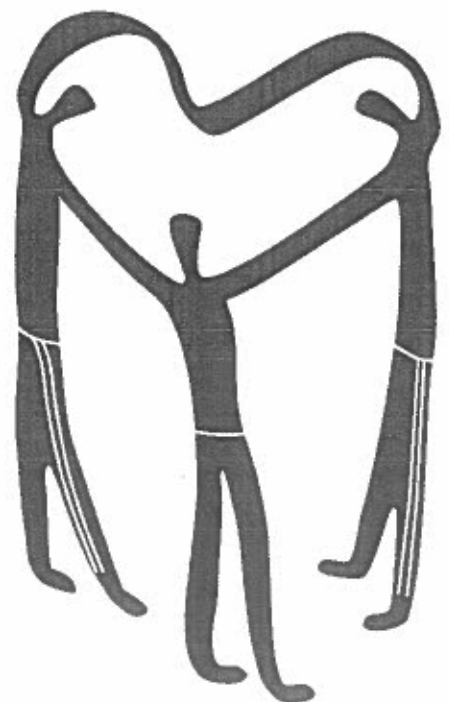
Volunteers in this area will have various responsibilities, inside and outside the various competition venues such as providing spectators with information, helping with seating arrangements etc. Their function will be an invaluable contribution to the smooth operation of the Games.

Sports

Sports volunteers will be assigned to positions inside the fields of play, in the warm-up and training areas, in sports equipment areas, and the sport competition secretariat. They will offer their services to athletes, team officials, technical officials and sports personnel.

Telecommunications

Volunteers in this field will be handling radio communication in competition and non-competition venues. Other responsibilities will include registering telecommunication-related issues addressed by specialised technical personnel, operating rate card telecommunication equipment and distributing and collecting TETRA devices.



ATHENS 2004 Volunteer

APPLICATION FORM



VOLUNTEERS



This is the official Application Form to be completed by applicants wishing to offer volunteer service for the Olympic and/or Paralympic Games of ATHENS 2004.

BEFORE FILLING THE APPLICATION FORM

- Please read carefully the Information Booklet.

PLEASE USE A PEN

- Print in **BLOCK LETTERS**, or tick the relevant fields.

Example: Surname **KAKLAMANA K I S**

AFTER FILLING THE APPLICATION FORM

- Check your answers carefully. Check that you have signed and dated the Application Form.
- Send us the **ORIGINAL** Application Form. Photocopies of this Application Form will not be accepted. If necessary, you may ask for and receive a new Application Form.
- Place this Application Form in the envelope provided. **No stamp is required for applications mailed within Greece.**

I PERSONAL INFORMATION

A. Surname

B. Name

C. Father's name

D. Mother's name

E. Gender (Please tick) M F

F. Date of birth (e.g. 14/01/1970) Day Month Year

G. Place of birth: Country

Town

Prefecture

H. Are you of Greek descent, permanently living abroad? Yes No

I. Nationality

J. Identity card No (For EU citizens only)

Country of issue

Year of issue

or Passport No

Expiry Date: Day Month Year

Country of issue

Year of issue

K. Profession/Specialisation

Ka. For medical professionals: Do you hold a professional licence? Yes No

2 CONTACT DETAILS

Address

Street/number

Town

Postal code

Prefecture

Country

Telephone

Country code

Area code/Telephone no 1

Country code

Area code/Telephone no 2

Country code

Mobile telephone no (if available)

e-mail (if available)

3 EDUCATIONAL BACKGROUND (Please tick ✓ the highest educational degree you have obtained)

A. Elementary school/Diploma High School Diploma University Degree (Bachelor) Other educational institution
 High School Diploma Post-Graduate Degree

B. Are you currently a university student? Yes No

If yes, in which academic institution: _____
 Department: _____

4 OTHER QUALIFICATIONS

A. In which of the following areas/fields do you have **significant** experience?

- | | | | |
|-----------------------|-------------------------|------------------------|---------------------|
| Secretarial Support | Administration | Mass Media/Press | Hospitality/Tourism |
| Volunteer Management | Sport Management | Driving/Transportation | Computers |
| Interpreting Services | Communications | Technology | |
| Teaching/Education | Medical/Health Services | Security | |

B. Which of the following languages do you speak and write fluently? (Please tick ✓)

Greek English French German Spanish Arabic Russian

Other (Please fill in.)

Other (Please fill in.)

C. Do you have any previous volunteer experience/involvement? (Please tick ✓) Yes No
 If yes, please note in which organisation.

D. Do you have any experience in communicating/associating with people with disability? (Please tick ✓) Yes No

E. Do you have a valid European or International driver's licence? (Please tick ✓) Yes No

Licence Type: A B C D E

For countries not using the European Drivers classification, please note which type of vehicle you drive.
 (Please tick ✓)

Motorcycle Car Truck < 3.5 tn Truck > 3.5 tn Bus > 10 seats

Expiry date: Day Month Year Country of issue

5 OLYMPIC AND PARALYMPIC GAMES ATHENS 2004

- A. Mark up to three of the following areas you are interested in offering volunteer service. (Please tick ✓)
Please refer to the last pages of the Volunteer Information Booklet.

Sports	Interpreting Services	Environmental Services
Security	Administration	Information Technology
Public Relations	Spectator Services	Ceremonies
Olympic Family Transportation	Communications	Telecommunications
Energy Management	Medical/Health Services	Hospitality/Tourism
International Relations	Press Operations	

- B. Please fill up to three of the following sport categories in which you have experience/considerable knowledge and you are willing to offer volunteer service. (Please tick ✓)

Badminton	Sailing**	Fencing**	Softball
Tennis	Basketball	Wrestling	Athletics**
Wheelchair Tennis*	Wheelchair Basketball*	Volleyball	Taekwondo
Weightlifting	Canoeing	Volleyball (sitting)*	Judo**
Powerlifting*	Swimming**	Cycling**	Archery**
Goalball*	Rowing	Football**	Triathlon
Gymnastics	Modern Pentathlon	Boxing	Aquatics
Table Tennis**	Baseball	Wheelchair Rugby*	Handball
Equestrian**	Boccia*	Shooting**	Hockey

* For Paralympic Games only ** For both Olympic and Paralympic Games

- C. When and where are you willing to offer your volunteer service?
(Please tick ✓ one or more fields.)

1. During the period May-August 2004 in Athens
2. Only during the Olympic Games in Athens (13-29/8/2004)
3. Only during the Paralympic Games in Athens (17-28/9/2004)
4. During both the Olympic and Paralympic Games in Athens
5. During the Olympic Football Tournament (11-29/8/2004) in
Thessaloniki Volos Heraklion, Crete Patra

- D. Have you secured residence in the following cities for any period between May through September 2004?

	Yes	Possibly	No
Athens			
Thessaloniki			
Volos			
Heraklion			
Patra			

- E. How many days would you be able to offer volunteer service during the period May-September 2004? (Please tick ✓)

5-10 days 11-15 days More than 15 days

F. Are you willing to volunteer during the Test Events? (During 2003-2004, several sporting events will be conducted at Olympic Venues to test the facilities and operations. Some Volunteers will be required to assist at these events, gaining valuable experience.)

Yes No

G. Should a meeting be arranged with you to further discuss details of your application, which would be the most appropriate time for you? (Please tick ✓ one or more fields.)

Monday-Friday 09:00-17:00 Monday-Friday 17:00-21:00 Weekends 09:00-17:00

In order for us to successfully meet your expectations and satisfy the needs for the Olympic and Paralympic Games of ATHENS 2004, you will be asked for evidence of the validity of the information you have provided. You will also be asked to provide additional information on your skills, not relevant to any confidential personal information, for specific areas.

Your personal data shall remain absolutely confidential.

Day Month Year

Please sign here:

In order for us to further process your application for the Volunteer Programme of ATHENS 2004 **it is necessary that you also sign the following statement:**

"I consent to the use of all or part of my personal information by the Volunteer Programme of the Olympic and Paralympic Games of ATHENS 2004 and possibly by Public Authorities responsible for the security and the management of the Olympic and Paralympic Games of ATHENS 2004, according to the articles of the Greek Data Protection Law 2472/97."

Please sign here:

We thank you for your interest in participating in the Volunteer Programme for the Olympic & Paralympic Games of ATHENS 2004.

Games of the XXVIII Olympiad, Athens 13-29 August 2004
XIIth Paralympic Games, 17-28 September 2004