

**COMPETITION MANAGEMENT
ROLES AND RESPONSIBILITIES AT A GLANCE
BERLIN 2023**

Area of Emphasis	Competition Manager	Technical Delegate	Assistant Technical Delegate	Unified Sport Delegate	SO Connect Subject Matter Expert (SME)
Rules	Abides by the rules and standards set forth by Special Olympics	<p>Serves as the key authority regarding the enforcement of the Special Olympics sport specific rules and international federation rules</p> <p>Oversees the implementation of Special Olympics divisioning process</p> <p>Signs off on final divisioning</p> <p>Collaborates with the Unified Sports Delegate who is leading the implementation of the Special Olympics Unified Sports Competition Protocol</p>	Collaborates with the Technical Delegate to ensure the LOC Sport Team correctly interprets and implement International Federation (IF) rules	<p>Serves as the key authority regarding the enforcement of the Unified Sports rules through implementation of the Unified Sports Competition Protocol.</p> <p>Has the authority for compiling warnings, suspensions and disqualifications reports for violations of the Principle of Meaningful Environment</p>	Abides by the rules and standards set forth by Special Olympics
Competition Schedule	<p>Develops competition schedule under direction of the Technical Delegate</p> <p>Provides feedback on proposed Unified Sport Experiences and advise on format and scheduling ideas</p> <p>Works with the Technical Delegate to discuss necessary changes to the Competition Schedule during the Event. Decision to make changes to the Competition Schedule must be done in accordance with the Delay, Postponement and Cancellation policy and procedure,</p>	<p>Directs the competition format and competition scheduling under compliance of SOI standards</p> <p>Approves specific competition schedule (inclusive of Unified Sport Experiences) and any revisions based on delay, postponement, cancellation policies and procedures.</p>	Reviews competition schedule and provides any feedback to the technical delegate prior to final sign off		Responsible for entering the competition schedule in the SO Connect system according to the Technical Delegate,
Field of Play - Sign Off	Develops field of play operational plans	Final approval of the sports venue selection for competition.		Ensures that the field of play requirements are in compliance with the	

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	Works closely with the LOC in setting up the infrastructure and the overlay planning, including the flow of the different sport target groups	Signs off on the final field of play layout design (inclusive of broadcasting placement and signage)		logistical needs of the Unified Sports observers	
Field of Play - Operations	Prepares the fields of play and support sports operations areas with safety and quality for athletes, coaches and officials	<p>Inspects the warm up and competition site with the LOC prior to start of competition to ensure that the technical facilities, requirements and organization are in accordance with the International Sport Federation rules as well as Special Olympics rules. Works with team to resolve any deficiencies.</p> <p>Has the authority to make necessary changes to field of play due to health/safety issues or in extenuating circumstances. This must be done in direct communication with competition manager prior to a decision being made, and rationale must be provided.</p> <p>Responsible for ensuring that the field of play areas are safe and have the authority to delay competition due to conditions being unfair.</p>	<p>Provides feedback on FOP Operational Plan</p> <p>Supports the TD and CM in preparation of FOP operations, and ensuring FOP are prepared as required</p> <p>Works with the team to resolve any deficiencies</p>		Produces supporting reports and documentation from SO Connect as needed by the Technical Delegate and others managing competition.
Equipment	<p>Develops the sport equipment list in consultation with the Technical Delegate.</p> <p>Works with Venue Management and Competition Management on the check and installation of sport equipment and sport equipment suppliers to ensure compliant installation/ preparation and delivery</p>	<p>Approves the sport equipment listing</p> <p>Ensures during venue inspection, equipment is safe and confirms compliance with rules and standards</p>	In collaboration with Technical Delegate, provides feedback and support in the setup and installation of sport equipment as required	<p>Ensures that the Principle of Meaningful Involvement (POMI) App technology needs (tablets and connectivity) are met in advance and onsite, as indicated in the TEC & Venue Operational plans</p> <p>Ensures that the Principle of Meaningful Involvement (POMI) App is installed in</p>	Ensures that the SME technology needs are met in advance and onsite, as indicated in the TEC & Venue Operational plans

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	Supports in the pack-up and legacy packaging of sport equipment on bump out (de- installation)			proper working conditions on tablets provided by LOC	
Key Volunteer Staff/Competition Management Team	Assists with recruitment and training of volunteers for sports specific jobs.	Advises the LOC on the needs, assessment, recruitment, selection and training of sport specific volunteers	Collaborates with the competition manager with the recruitment and training of volunteers for sports specific jobs	Advises the LOC on the needs, assessment, recruitment, selection and training Unified Sports observers Manages the Unified Sports Observers	Oversees Training and management of SO Connect operators.
Technical Officials (referees, judges, unified sport observers)	Collaborates with the LOC to recruit and select sport technical officials. Responsible of the management of the TOs during Games Times. Supports the Head Technical Official and Technical Officials Manager in the management of TOs Provides evaluation of officials Supports the Head Technical Official and Technical Officials Manager in the management of TOs Provides evaluation of officials	Provides officiating oversight through the assignment of a Head Technical Official(s), as applicable for the sport, for the assignment and evaluation of Technical Officials Assists in the recruitment and selection of sport technical officials outside of Host Country. (i.e. international technical officials). In collaboration with Head Technical Official, the Officials Manager and Competition Manager in the management of Technical Officials Chairs the Technical Officials Meetings	Collaborates with the LOC Sports Team in the recruitment and selection of Technical Officials and Unified Sports Observers. Attends all officials meeting	Responsible for educating officials about the Unified Sports Competition Protocol Liaise with officials to establish smooth interaction and communication processes. This is to ensure minimum interruptions of competition when warnings and sanctions need to be issued Participates in officials' meetings as needed	
Coaches Meetings/Sport Specific Webinars	Organizes and chairs coaches' meetings according to Special Olympics standards Provides feedback and input for the sport specific webinar	Oversees the presentation to rule clarifications and related matters during meeting Supports the LOC in planning and management of coaches' meetings and	Collaborates with the Technical Delegate and Competition Manager in the coaches' meeting and sport specific webinars	Presents the Unified Sports Competition Protocol during the sport specific webinars and on site coaches' meetings	Attends coaches meeting Responsible for inputting changes in the final declaration process as approved by the Technical Delegate

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	sessions. Will take an active role during the presentation.	officials' meetings to ensure compliance with Special Olympics standards Approves changes during the final declaration process at coaches meeting in compliance with Special Olympics sport operations guidelines Provides feedback and input for the sport specific webinar sessions. Will take an active role during the presentation.			
Sanctions		Have the authority to suspend the credentials and/or recommend the removal of a coach, athlete, or any other representative of a Team Delegation from the competition venue for disciplinary reasons. Final decision for revocation of credentials or removal from the venue is vested with the LOC Director of Sports or their authorized representative		See also Rules	
Sports Publications	Provides input in collaboration with the LOC Cluster Manager and Technical Delegate.	Approves the sport specific content of the Coaches' Handbook and Technical Officials' Handbook, and any other major sports publications	Provides feedback and input to sports presentation plans, including sport specific content	Approves the Unified Sports specific content of the Coaches' and Officials' Handbook (i.e. technical manual), and any other major sports publications	
Results	Works with the Technical Delegate, LOC Technology and SOI to ensure results systems or processes are in place to successfully run competition (including SO Connect)	Signs off on the official results list and give the authorization for the awards ceremony Collaborates with the Competition Manager, SO Connect Subject Matter Expert (SME), LOC Technology and SOI to ensure results systems and processes are in place to successfully run competition (including SO Connect) Approves the timing and scoring systems and displays of official and unofficial results			Responsible for ensuring official results are in SO Connect Assists with awards placement in SO Connect Produces and ensure final results reports for technical delegates to sign off on Responsible for official results status in SO Connect

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		<p>Signs off on Results Requirement Book</p> <p>Works collaboratively with the team to ensure implementation, collection and processing of sport specific competition statistics, as appropriate</p>			<p>Collaborates with Results Operator to ensure results entry in SO Connect</p> <p>Collaborates with Technical Delegate and LOC to ensure results systems and processes are in place to successfully run competition (including SO Connect)</p>
SO Connect	<p>Liaise with SO Connect Subject Matter Expert (SME) in interaction with SO Connect and sports competition</p>	<p>Liaise with SO Connect Subject Matter Expert (SME) in interaction with SO Connect and sports competition</p> <p>Provides final input on the SO Connect – Competition Management System (i.e. sport entries requirement, sport workflows, competition format, reporting needs, etc.)</p>			<p>Liaise with Technical Delegate in interaction with SO Connect and sports competition</p> <p>Assists with final input on the SO Connect – Competition Management System (i.e. sport entries requirement, sport workflows, competition format, reporting needs, etc.)</p> <p>Responsible for ensuring the information in the system is accurate and ready based on expectations</p> <p>Produces supporting reports and documentation from SO Connect as needed by the Technical Delegate and others managing competition.</p> <p>Collaborates with Results Operator to ensure data integrity between SO</p>

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					Connect, Kronos Eventum, and any other third-party systems being used for competition management.
Jury	Serves as a member of the Jury Ensures that meeting logistics are set up for jury meetings.	Appoints member of the jury Chairs the sport specific jury, which decides on all properly submitted protests pertaining to SOI and the IF rules, and ensure proper implementation of the protest process. The Technical Delegate has the casting vote in the event of a tie.	Attends jury meetings		Inputs any changes in the system based on decision of the jury
Sport Entries	Reviews sport entries to ensure information is in compliance with rules	Reviews sport entries to ensure information is in compliance with rules	Reviews sport entries to ensure information is in compliance with rules	Reviews sport entries to ensure Unified Sports information is in compliance with rules	Assists with review of the sport entries and inform according of any discrepancies.
Sport Presentation	Works in collaboration with LOC Sport Presentation team to arrangements for the competition, in cooperation with the Technical Delegates.	Supports the LOC Sport Presentation and protocol of competition Plan while ensuring that no aspect of the plan interferes with the conduct of the competition or is contrary to the rules of the competition. Approves announcement script as it relates to sport specific information		Approves content for the announcer's script as it relates to Unified Sports Competition Protocol	
Any Other Matters	Consults technical delegate on related sports matters	Decides on questions which are not covered or are insufficiently covered by federation rules and Special Olympics rules.	Consults technical delegate on related sports matters	Consults technical delegate on related sports matters	Consults technical delegate on related sports matters