



## Competition Management Roles and Responsibilities At A Glance

**Summary:**

The Technical Delegate shall represent SOI as the lead sport authority for a specific sport and shall be responsible for ensuring that the LOC of the World Games correctly interprets, implements and enforces Special Olympics Sports Rules and modifications, the rules of the relevant IF and current rule changes and Special Olympics World Games Standards. The Technical Delegate and the Competition Manager shall advise the LOC on the technical requirements of the specific sport to ensure a safe, quality and dignified sports environment.

The Competition Manager shall represent the LOC and is responsible for the organization and management of the sport competition, in collaboration with the Technical Delegate.

The Technical Delegate, Assistant Technical Delegate, and Competition Manager will lead a collective Working Group including (but not limited to) Competition Management, Venue Management, Officials and Results Management. The Working Group is a cross-functional resource to plan and implement competition in their respective sport.

The Technical Delegate shall be the final authority on each of these matters.

| Area of Emphasis     | Competition Manager   | Technical Delegate   |
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| 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> |
| Competition Schedule | Develops competition schedule under the direction of the Technical Delegate | <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,</p>  |



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|                           | <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>postponement, cancellation policies and procedures.</p>   |
| Field of Play - Sign Off  | <p>Develops field of play operational plans</p> <p>Works closely with the LOC in setting up the infrastructure and the overlay planning, including the flow of the different sport target groups</p>   | <p>Final approval of the sports venue selection for competition.</p> <p>Signs off on the final field of play layout design (inclusive of broadcasting placement and signage)</p>   |
| Field of Play - Operation | <p>Prepares the fields of play and support sports operations areas with safety and quality for athletes, coaches and officials</p>   | <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> |
| Equipment                 | <p>Develops the sport equipment list in consultation with the Technical Delegate.</p>  | <p>Approves the sport equipment listing</p> <p>Ensures during venue inspection, equipment is safe and confirms compliance with rules and standards</p>   |



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|   | <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>Supports in the pack-up and legacy packaging of sport equipment on bump out (de- installation)</p>  |   |
| 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  |
| Technical Officials (referees, judges, unified sport observers) | <p>Collaborates with the LOC to recruit and select sport technical officials. Responsible of the management of the TOs during Games Times.</p> <p>Supports the Head Technical Official and Technical Officials Manager in the management of TOs</p> <p>Provides evaluation of officials</p> <p>Supports the Head Technical Official and Technical Officials Manager in the management of TOs</p> | <p>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</p> <p>Assists in the recruitment and selection of sport technical officials outside of Host Country. (i.e. international technical officials).</p> <p>In collaboration with Head Technical Official, the Officials Manager and Competition Manager in the management of Technical Officials</p> <p>Chairs the Technical Officials Meetings</p> |
| Coaches Meetings/Sport Specific Webinars                        | <p>Organizes and chairs coaches' meetings according to Special Olympics standards</p> <p>Provides feedback and input for the sport specific webinar sessions. Will take an active role during the presentation.</p>  | <p>Oversees the presentation to rule clarifications/emphasis during meeting</p> <p>Supports the LOC in planning and management of coaches' meetings and officials' meetings to ensure compliance with Special Olympics standards</p> <p>Approves changes during the final declaration process at coaches meeting in compliance with Special Olympics sport operations guidelines</p> <p>Provides feedback and input for the sport specific webinar sessions. Will take an active role during the presentation.</p>              |



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| 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   |
| 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   |
| 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) | <p>Signs off on the official results list and give the authorization for the awards ceremony</p> <p>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)</p> <p>Approves the timing and scoring systems and displays of official and unofficial results</p> <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> |
| SO Connect          | Liaise with SO Connect Subject Matter Expert (SME) in interaction with SO Connect and sports competition   | <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>  |
| Jury                | Serves as a member of the Jury   | Appoints member of the jury   |



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|                    | Ensures that meeting logistics are set up for jury meetings.  | 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.  |
| Sport Entries      | Reviews sport entries to ensure information is in compliance with rules   | Reviews sport entries to ensure information is in compliance with rules   |
| 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.<br><br>Approves announcement script as it relates to sport specific information |
| 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.  |

**For more information, please make reference to the detailed job descriptions. If a sport issue can not be solved at the venue level, it should be escalated to LOC Sports & SOI Sports**