



DESCRIPTION SUMMARY

The Technical Delegate (TD) shall represent Special Olympics, Inc. (SOI) as the key sport authority for a specific sport and shall be responsible for ensuring that the Local Organizing Committee (LOC) correctly interprets, implements and enforces Special Olympics Sports Rules and modifications (inclusive of Article I), Unified Sports Competition Protocol, and the rules of the relevant International Sport Federation. The TD shall advise the LOC on the technical requirements of the specific sport to ensure a safe, quality and dignified sports environment.

KEY ACCOUNTABILITIES

General

- Serves as the key sport authority regarding sport specific questions and issues (i.e. rules, divisioning, sport equipment, uniform requirements and sport venue specifications)
- Assumes the same roles of responsibilities during the Pre-Games (test event) as during Games time and after Games time as outlined in remainder of this document
- Evaluates Pre-Games (test event) at the World Games host site
- Respectfully abides by the established communication guidelines and written reporting systems set forth by SOI and the LOC. This includes replying to projects and queries through email or other communication methods within a 72 hour (3 days) time period.
- Represents SOI in a professional manner at all times. Failure to do so will result in dismissal.
- Consistently and faithfully prepares for and participates in scheduled meetings and functions
- Processing of Expenses:
 - The LOC shall reimburse necessary and reasonable out of pocket expenses including equipment, travel (economy class) and supplies approved in advance by the LOC. Receipts must be submitted to the LOC within 15 days.
 - SOI/LOC shall not be responsible for any time missed from the technical delegate's employment.
 - SOI and/or the LOC shall provide travel arrangements and cost, accommodations, meals and ground transportation for the technical delegate for the various planned meetings and functions.

Before Games

- Provides final approval of the sports venue selection for competition
- Cooperatively assists the LOC in planning the technical organization of a competition, where applicable, ensures that the plan is accomplished and resolves any technical problems together
- Provides input for the athlete sport entry forms
- Reviews the sport entries to ensure event standards are being met
- Provides input on the SO Connect – Competition Management System (i.e. competition format, reporting needs, etc.)
- Approves the sports equipment list
- Approves the timing and scoring systems and displays of official and unofficial results
- Advises the LOC on the needs assessment, recruitment, selection and training of officials, referees, judges for competition
- Advises the LOC on the needs assessment, selection and training of sport specific volunteer personnel (outside of officials, referees, judges)
- Responsible for assisting SOI with the recruitment and selection of officials, referees, judges outside of the host Program



- Signs off on the competition schedule and coaching clinics/demonstrations programs
- Directs the competition format under compliance of SOI standards
- Assist in the preparation of technical information for sport specific coaches' webinar leading up to World Games
- Approves the sport specific content of the Coaches' Handbook and Officials' Handbook (i.e. technical manual)
- Signs off on the final field of play layout design (inclusive of broadcasting placement and signage)
- Attends at least two venue inspection/planning meetings at the World Games host site
- Arrives at the site of World Games on an agreed upon date by SOI.

During Games

- Serves as the expert authority regarding the enforcement of the Special Olympics sport specific rules
- Provides direction to the LOC to ensure that the competition is conducted in a safe, quality and dignified manner according to Special Olympics rules and the respective International Sport Federation rules
- Chairs the sport specific jury, which decides on all properly submitted protests pertaining to SOI and the International Sport Federation rules, and ensures proper implementation of the protest process. The technical delegate has the casting vote in the event of a tie.
- Helps with the compilation of any disqualification report
- Inspects the warm up and competition site with the LOC 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.
- Ensures that the field of play areas are fair and safe and that knowledge of local conditions does not give an advantage to competitors from the host Program.
- Advises the LOC on the typical international protocol for the respective sport, especially as it pertains to the opening of the sport competition
- Approves any revisions made to the specific competition schedule
- Oversee the implementation of Special Olympics divisioning process
- Signs off on the final divisioning
- Liaises with SO Connect personnel
- Oversee the implementation of the Special Olympics Unified Sports Competition Protocol
- Supports the LOC in planning and management of coaches' meetings and officials' meetings according to Special Olympics standards
- 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.
- Participates in all coaches' meetings and officials' meetings
- Works collaboratively with the LOC in the delay, postponement or cancellation of the sport competition according to policies set forth by SOI and the LOC
- Signs off on the official results list and gives the authorization for the awards ceremony
- Work collaboratively with SOI by supporting the implementation, collection and processing of sport specific competition statistics
- Understands that the technical delegate shall not coach during the event
- Must be present at the competition venue for the duration of the competition
- Abide by all policies and procedures set forth by the collaborative effort of SOI and the LOC



After Games

- Submits the standardized after action report which details planning, implementation, management and recommendations for future Special Olympics World Games no later than fifteen (15) days after the last day of competition.

QUALIFICATIONS

- Significant sport technical experience (International Sport Federation or National Sport Federation affiliation)
- Has full understanding of management and structure of a sports competition as a whole
- Must exhibit strong leadership and management skills
- Able to solve problems in an efficient and diplomatic manner
- Special Olympics experience, preferred
- Has understanding of Unified Sports, as applicable for the sport
- Must speak proficient English
- Time commitment

SOI STAFF LIASION

Senior Manager, Sport and Competition

TERM OF APPOINTMENT

From the time of receipt of written notification of selection until 30 days after the conclusion of World Games, unless determined earlier by either SOI or the TD.