

**Special
Olympics**



Special Olympics Resource Manual for Technical Delegates



The
ANNENBERG FOUNDATION

The Special Olympics movement is profoundly grateful for the support of The Annenberg Foundation which has underwritten the production of the Resource Manual for Technical Delegates, supporting our global goals for coaches' excellence.



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Technical Delegate Handbook

The Technical Delegate Handbook is a generic application for both the Summer and Winter World Games. It is intended for both team and individual sports. It is a summary of administrative guidelines for the Technical Delegate/Assistant Technical Delegate positions for use by the Sports Department as an administrative tool, and the incumbent as a work program. We recognize that some sport disciplines may have unique differences preventing full conformance with these guidelines.

MISSION STATEMENT >

The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

DEDICATION >

The First Edition of The Special Olympics Resource Manual for Technical Delegates is dedicated to the men and women who, through their years of tenured service, played a major role in defining the position of World Games, "Technical Delegate." The staff of Special Olympics Incorporated, and specifically the Sports Department, extends their gratitude and appreciation to these prime movers and builders of the Special Olympics movement.

The position of "Technical Delegate" was first introduced into the Special Olympics World Games during the 1999 Summer Games, conducted in North Carolina, USA. It was this cadre of Technical Delegates who began to 'define' the position through implementation. Several of those original Technical Delegates continued to serve and upon their retirement as a "Technical Delegate" were distinctively honored by Special Olympics Incorporated with the conferral of the Honorary Title of "Technical Delegate Emeritus" for their exemplary service in a significant leadership role in the World Games movement.

The first class of Technical Delegate Emeriti was presented in 2008, following the 2007 SOWSG in Shanghai, China. Jacky Loube (Basketball) was introduced after the 2011 SOWSG in Athens, Greece. Those persons currently so honored are:

- ▶ Marie Bedard, Bocce
- ▶ Kate Hickie, Artistic Gymnastics
- ▶ Chip Hultquist, Powerlifting
- ▶ Sandy Lamb, Figure Skating
- ▶ Glenn Roswal, Tennis
- ▶ Joe Sharpless, Volleyball
- ▶ Donna Vandenbroek, Roller Skating
- ▶ Jacky Loube, Basketball



Venisha Bowler

Senior Manager for World Games and Competition

APPOINTMENT >

The Special Olympics Incorporated (SOI) Sports Department shall appoint a Technical Delegate for the general supervision and oversight of each sport discipline on the agenda of the Winter and Summer World Games. Requisite service as a World Games Technical Delegate, Assistant Technical Delegate and/or Head Official, or Technical Delegate at a Regional or National Games is preferred.

Additionally, SOI may appoint an Assistant Technical Delegate for the dual purpose of assisting the Technical Delegate during a World Games and familiarizing him/herself with the duties and regimen of that position as a potential candidate for consideration as a Technical Delegate in a future World Games event. Experience in a major position of responsibility at a World Games is preferred.

Term of the Appointment: This appointment(s) should be finalized and approved at least 24 months in advance of the start of the World Games. The term of the appointment shall be from the time of receipt of written notification of the selection/acceptance until the time the final After-Action report is due for submission to SOI, unless determined differently by SOI and the Technical Delegate.

GENERAL QUALIFICATIONS >

Candidates for these positions shall have demonstrated an extensive and comprehensive knowledge for the sport for which he/she is being considered through involvement with their National Sports Governing Body, the International Federation, and/or a Regional, National and/ or State Chapter Special Olympics program in that sport. This may be as a player, coach, administrator, and/or official. Sport specific experience in management and oversight is essential. General familiarization with the philosophy, goals, and objectives of the Special Olympics program is required. Additionally, the candidate shall have:

- ▶ Strong leadership, inter-personal, and management skills
- ▶ The ability to work effectively with subordinates, co-workers, supervisors, and the Games Organizing Committee (GOC) venue management team
- ▶ The ability to solve problems in an efficient and diplomatic manner
- ▶ A comprehensive knowledge of the most recent version of the International Sports Governing Body (IF) and Special Olympics rules for his/her sport
- ▶ A full understanding of the management and structure of a sports competition
- ▶ Demonstrated the ability to communicate expediently in a clear and concise manner
- ▶ Proficiency with the English language (the official language for the World Games)
- ▶ Time available to commit to required planning meetings and the World Games

SELECTION AND TENURE >

International representation and gender diversity are important considerations in the selection process. Appointments are stand alone for each Quadrennial World Games without assumption for continuance. Performance and specific circumstances may suggest appointment to either a single World Games or multiple World Games.

- ▶ Assistant Technical Delegate: Because of the training aspect of this position, and SOI's commitment to optimize the leadership pool for future Games, it is recommended an individual serve in the capacity of Assistant Technical Delegate for a single World Games. Appointment to multiple World Games should be no longer than two (2) consecutive World Games and would be conditional to the circumstances and status of the current leadership pool.

- ▶ **Technical Delegate:** It is recommended that an individual serve in the capacity of Technical Delegate no longer than three (3) consecutive World Games.
 - ▶ **Technical Delegate Emeritus:** Individuals who serve as a Technical Delegate in an exemplary manner for three (3) World Game events may be considered for conferral of the title, “Technical Delegate Emeritus.” This conferral is at the pleasure of SOI and not automatic. It is a lifetime designation. Technical Delegates Emeriti do not have any duties or responsibilities but are considered by SOI as a valuable resource for consultation purposes and/or special projects/ assignments as the need arises.
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GENERAL GUIDELINES ▶

The Technical Delegate(s) shall:

- ▶ Serve as the key sport advisor regarding all sport specific questions and issues, i.e. rules, divisioning, sport equipment, uniform requirements, and sport venue specifications
- ▶ As applicable, evaluate Pre (or Test)-Games at the World Games host site
- ▶ Abide by the established communication guidelines and written reporting systems set forth by SOI and the GOC. This includes replying to projects and queries through email or other communication methods within a 72 hour (3 days) turn-around time period
- ▶ Represent SOI in a professional manner at all times. Failure to do so may result in dismissal.
- ▶ Consistently and faithfully prepare for and participate in official meetings and functions
- ▶ Be eligible for expenses:
 - SOI and/or the GOC shall reimburse necessary and reasonable out of pocket expenses including: equipment, travel (economy class), per diem, and supplies approved in advance by SOI
 - SOI shall not be responsible for any time missed from the Technical Delegate’s employment
 - SOI and/or the GOC shall provide accommodations, meals, and transportation for the Technical Delegate for the various planned meetings and functions

GENERAL DUTIES >

Unless otherwise specified, these overall responsibilities are shared by the Technical Delegate and the Assistant Technical Delegate.

The Technical Delegate shall represent SOI as the key sport advisor for a specific sport and shall be responsible for ensuring that the GOC 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. The Technical Delegate shall advise the GOC on the technical requirements of the specific sport to ensure a safe, quality and dignified sports environment. The Technical Delegate shall be the final authority on each of these matters.

In coordination with and the approval of the SOI Sports Department, the Technical Delegate shall assign specific duties and responsibilities for the Assistant Technical Delegate prior to the beginning of the World Games, with the understanding that additional responsibilities may be assigned during the Games. Examples of Assistant Technical Delegate duties are:

- ▶ Responsibility for the Divisioning process
- ▶ Supervision of the Unified Division of competition
- ▶ Coordination of a skills clinic
- ▶ Social and non-competition activities and opportunities for Technical Officials (TOs)
- ▶ Liaison with IT/responsibility to ensure proper posting of results and that schedules are properly posted
- ▶ Liaison with the GOC volunteer coordinator to ensure appropriate volunteer assignments are made in a timely and organized manner

The Technical Delegates shall work in close collaboration with the Competition Manager/Sports Commissioner (SC), appointed by the GOC. The Sports Commissioner has traditionally been responsible for competition format design and execution in most sports, as well as oversight of GOC volunteers. It is imperative that the Technical Delegates and the SC work very closely together. It is recommended that the two managers consult on all special and irregular situations and agree on a resolution to be properly executed by the designated leader. In that way potential safety issues may be resolved and protestable situations can be minimized, if not eliminated.

SPECIFIC DUTIES >

NOTE: Some of these duties may appear to be repetitive with previously listed information, but it is appropriate these lists stand alone as a complete entity.

Before the Games

The Technical Delegate(s) shall:

- ▶ Provide final approval and advise the GOC on the venue selection for competition
- ▶ Cooperatively assist the GOC in planning the technical organization of a competition (where applicable), ensure that the plan is accomplished, and resolve any technical problems together
- ▶ Review event listing and make the necessary recommendations by the predetermined time period
- ▶ Provide input for the registration forms and process
- ▶ Review the World Games registration information for the sport ensuring that event standards are being met
- ▶ Provide input on the GMS system and receive the basic GMS orientation and training
- ▶ Approve the sports equipment list
- ▶ Approve the timing and scoring systems and displays of official and unofficial results
- ▶ Advise the GOC on the needs assessment, recruitment, selection, and training of technical officials and judges for competition
- ▶ Advise the GOC on the needs assessment, selection, and training of sport specific volunteer personnel (outside of technical officials and judges)
- ▶ Assist SOI with the recruitment, selection, and training of technical officials and judges
- ▶ Sign off on the competition schedule and clinics/demonstrations programs
- ▶ Approve the sport specific content of the Coaches' Handbook and Technical Officials' Handbook
- ▶ Sign off on the final field of play layout design and final setup schedule
- ▶ Attend/conduct as required, all required venue inspection/planning meetings at the World Games host site; Normally this is two (2) planning meetings and the Pre/Test Games approximately one year prior to the World Games. This is an excellent time to assess GOC leadership and their knowledge of the sport, and prepare accordingly
- ▶ Establish/implement clear communication methods between the Technical Delegate and GMT between meetings

- ▶ Appoint subordinate leadership to carryout specified program functions, such as: Head Official, Divisioning Coordinator, Head Judges, and Head Scorer
- ▶ Provide guidance and monitor the implementation of the Special Olympics divisioning process
- ▶ Prepare a check list of requirements to be addressed at the meetings in advance of each meeting and distribute to key leadership
- ▶ Arrive at the site of the World Games on an agreed upon date by SOI

During the Games

The Technical Delegate(s) shall:

- ▶ Serve as the expert authority regarding the enforcement of the Special Olympics sport specific rules
- ▶ Provide consultation to the GOC to ensure that the competition is conducted in a safe, quality, and dignified manner according to Special Olympics rules and the respective IF rules
- ▶ Chair 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
- ▶ Assist with the compilation of any disqualification report
- ▶ Inspect the warm up and competition site with the GOC to ensure that the technical facilities, requirements, and organization are in accordance with the IGB rules as well as Special Olympics rules and modifications. Work with the Games Management Team (GMT) to resolve any deficiencies
- ▶ Ensure 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
- ▶ Advise the GOC on the typical protocol for the respective sport, especially as it pertains to the opening of the sport competition
- ▶ Approve any revisions made to the specific competition schedule
- ▶ Provide guidance and monitor the divisioning process
- ▶ Sign off on the final divisioning
- ▶ Conduct in concert with the GOC, meetings for coaches and technical officials
- ▶ Provide officiating oversight through the assignment of a Head Technical Official(s), as applicable for the sport, for the assignment and evaluation of Technical Officials

- ▶ Oversee the Athlete-Official program to ensure it meets its stated goals and that individuals have sufficient assignments commensurate to their abilities
- ▶ Work collaboratively with the sport commissioner in deciding the delay, postponement, or cancellation of the sport competition as it is necessary
- ▶ 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 SOI Senior Manager for World Games and Competition/Director of Games and Competition
- ▶ Sign off on the official results list and give the authorization for the awards ceremony
- ▶ Provide guidance on the implementation of the proper awards protocol to ensure a dignified ceremony based on the guidelines set forth by SOI
- ▶ Understand that the Technical Delegate shall not serve in any other capacity than as a Technical Delegate/Assistant Technical Delegate concurrently during this event
- ▶ Be the liaison with GMS personnel in interaction with GMS and sports competition
- ▶ Wear the prescribed uniform apparel and ID credentials at all times in the performance of his/her duties
- ▶ Be present at his/her designated, sport-specific competition venue(s) for the duration of the competition
- ▶ Abide by all policies and procedures set forth by the collaborative efforts of SOI and the GOC

After the Games

The Technical Delegate(s) shall

- ▶ Depart the World Games host site on an agreed upon date by SOI
- ▶ Submit the standardized After Action report which details planning, implementation, management evaluation, and recommendations for future Special Olympics World Games no later than fifteen (15) days after the last day of competition

GAMES MANAGEMENT TEAM >

The Games Management Team (GMT) shall be comprised of appropriate leadership from both SOI and the GOC and co-chaired by the Technical Delegate and the SC. For example, GMT members could be Head Officials, venue managers, volunteer coordinators and program/operations managers. The GMT shall be jointly agreed upon by the Technical Delegate and the SC.

GOC LIAISON >

The liaison between the GOC and the Technical Delegate(s) shall be the volunteer Competition Manager/Sport Commissioner. The Technical Delegate and the SC are parallel in the flow chart, each having prescribed duties. These two sport leaders need to work cooperatively in order for the competition to flow.

SOI SUPERVISOR >

The Technical Delegates shall be fully accountable and responsible to the Sports Department, Senior Manager, World Games, and Competition/SOI Director of Games and Competition, appointed by SOI.

OFFICIALS >

The majority of the competition officials will be recruited, trained and selected from the host Program. It is the Games Organizing Committee's responsibility to familiarize officials with Special Olympics' philosophies, rules and policies. All competition officials must be certified by their respective sport federation (nationally or internationally). They are required to be active in the sport, possess a comprehensive knowledge of sports specific rules, procedures and mechanics, thereby demonstrating and exemplifying the highest standard of officiating.

There must be a comprehensive plan in place for the recruitment and training of officials from the host Program. The respective Technical Delegate or SOI designee will be made available to conduct such initial training sessions. National Technical Officials are selected by the GOC in conjunction with SOI (i.e. technical delegate).

Selection of International Technical Officials

An allotted number of international technical officials per sport, as agreed upon between the GOC and SOI, will be selected and invited to attend the Games. The expenses associated with these officials'

accommodations, meals, round trip transportation between their home and the site of the Games, and required transportation during the Games will be the sole financial responsibility of the Games Organizing Committee. International technical officials are to be chosen in collaboration between SOI and the Technical Delegate.

The objective is to have the highest level of certified officials as possible while ensuring that the Games has diverse representation at all sport venues. The selection process for international competition officials will reflect the qualifications and experience of the applicant and be truly representative of the delegations attending the Games to complement the highly qualified officials provided by the host Program.

Athletes as Officials and Mentors

Special Olympics Inc. encourages the involvement of Special Olympics Athletes serving as Officials (Athlete Officials – formerly known as SOOPA) at World Games events. Each SOI Sport Resource Team (SRT) has the authority to develop supplemental sport-specific criteria. Each Athlete Official must be partnered with a mentor. Both the Athlete Official and the Mentor must meet minimum SOI AND SRT criteria prior to applying to participate in a Special Olympics World Games. Programs are strongly encouraged to promote and develop this program for utilizing Athlete Officials at the Program and Sub-Program levels.

Criteria for athlete officials and mentors include, but are not limited to the following:

- ▶ Successful completion of the prescribed (by SRT) training program to be a certified technical official in the selected sport
- ▶ Demonstrated successful experience as a Technical Official at the Program level for a minimum of two (2) years
- ▶ Have been partnered with a Mentor for a minimum of two years prior to the World Games being applied for
- ▶ Has knowledge of SOI policies, rules, requirements, and regulations
- ▶ Have endorsement of their local Special Olympics Program

Assignment and Scheduling

The Games Organizing Committee will work through the direction of the SOI Technical Delegate for assigning and scheduling all technical officials.

Orientation and Meetings

There will be a scheduled meeting with the respective international technical officials upon arrival to the host city prior to the Opening

Ceremony. This meeting will include, but not be limited to, logistical information (i.e. uniform, credentials, accommodation, transportation), review of venue, review of rules, overview of the Games and introduction of key competition management personnel and technical delegates. The meeting organization is the responsibility of the Games Organizing Committee. The technical delegate is responsible for the overview of the rules.

Additional officials' meetings may be called as deemed necessary by the technical delegate and/or the Games Organizing Committee.

Officials' Evaluation

Each sport should have an evaluation tool and procedure in place for officials' performance. This effort should be guided under the direction of the technical delegate.

B Frequently Asked Questions

Whether you are being assigned as a Technical Delegate for the first time, or you have been re-appointed, there are always questions as to what to do, or where to go for the resolution of problems that arise. Individual sports problems will differ from those of team sports, yet there are similarities with Winter and Summer sports. In all situations you will be better prepared to address problems if you are pro-active with the planning process. This is an attempt to guide you with problem resolution.

PLANNING >

Question 1: How do I find out the strengths and weaknesses from previous World Games to help be better prepared for the upcoming Games?

Answer 1: This information is available for your review in past After-Action reports. Often a Technical Delegate will have served as an assistant Technical Delegate or another capacity at the World Games level. Once appointed, it is advisable to also consult with your immediate predecessor, members of the sport resource team and SOI (in addition to reviewing the After-Action reports). The after action reports can be obtained from SOI and the immediate predecessor.

Question 2: With each new World Games there is a new Games Organizing Committee and a new leadership team. There is no guarantee that the knowledge or information gained from past games or Special Olympics

events will be passed on. The Sport Commissioners are mostly new to Special Olympics and have very basic exposure to the sport. What is the best way to get the Games Management Team (a combination of the SOI and GOC leadership teams) at the same point as soon as possible in the planning stages?

Answer 2: The initial planning meeting with the GOC/Sport Commissioner is most important and working together to produce a meaningful agenda is imperative. The SC should have past After-Action reports available, especially the recommendations section as well as the Sports World Games Guides. A definitive outline of what the responsibilities are, and who is assigned to each is imperative to assure they are implemented. The Technical Delegate and the SC are a team and all major decisions should be a shared judgment.

As the Technical Delegate you should be equipped with the following during the 1st meeting:

- Article I
- Special Olympics Sports Rules
- International Federation Sport Rules
- Technical Delegate Reports from Previous Games
- Technical Delegate Handbook
- Venue Checklist
- Previous GOC After Action Reports
- Sections of the Games Agreement (Memorandum of Understanding)
- World Games Guides - Sports

Question 3: During the final declaration at the 1st coaches meeting, a coach says his/her athlete is in the wrong event/level. What do you do?

Answer 3: Make sure the corrected information is reflected on the new report.

Question 4: What are the Special Olympics World Games Guidelines on competition format?

Answer 4: For an athlete to fully realize the optimum competition experience, there are several factors to be considered.

1. The Divisioning process must result in pairing teams of similar skill levels so games/matches are competitive.
2. The competition should be of a realistic duration so that all teams have a sufficient number of competitive opportunities, but also do not play so often that they cannot participate in other World Games programs and events.
3. Special Olympics policy mandates that all players will receive an award (except if an athlete is removed for unsportsmanlike conduct). The teams finishing 1st, 2nd and 3rd will receive medal awards. The minimum standard to achieve this is for all teams to play in head-to-head competition to earn these awards.
4. Recognition that the Final round format generates suspense and excitement in the determination of final standings and adds to the competition experience.
5. The Finals round has the potential to generate media interest and share the Special Olympics experience with another audience.
6. Acknowledgement that each sport has its own characteristics and requirements.

DIVISIONING >

Question 1: What should I do if after assignments are made as the result of the initial divisioning process, it becomes evident in the middle of a competition that an error was made with the assignment of a team/competitor? Is the Technical Delegate allowed to reassign a team/individual in order to provide a more fair competition?

Answer 1: Divisioning is extremely important and should be executed carefully. Athletes deserve fair and good competition. The Technical Delegate has the authority to amend the original divisioning assignment(s) if it can be supported by viable statistics/results to achieve the desired results. Any reassignment or realignment must be done prior to the implementation of the Final Round of competition.

Question 2: How far should I go with the expansion of variance percentages in divisioning to avoid single person divisions and combining genders?

Answer 2: The goal is to group athletes as close as possible to the 15% variance guideline while maintaining divisions with the same gender and age group. Refer to Article I – Section I.5 of the Special Olympic Sports Rules – Resolving Divisioning Issues.

Single divisions and combined genders are not recommended and should only be considered in worst case situations.

Start with a 15% variance, based on scores from preliminary events, within a single gender and age group.

If it is not possible to create such a division with at least 3 competitors, combine the division with an adjoining age group.

If this is not possible, begin to increase the percentage variance to 20%. If this is not possible, increase the percentage variance to 30%. If this is still not possible, increase the percentage to 35%.

If the above is not effective, combine genders with the combination of adjoining age groups.

If this is still not possible, then allow a single person division as a last resort.

GAMES MANAGEMENT SYSTEM >

Question 1: Does the Technical Delegate need to know the Games Management System (GMS)?

Answer 1: Since the GMS is the main Special Olympics competition tool, it is important to have a basic working knowledge of GMS to ensure a good flow of competition. In team sports it is critical to understand how GMS tournament features works, especially when seeding the tournament. It is essential for the Technical Delegate to understand the reporting capabilities of GMS, indicate which reports are needed, and to make sure the reports are available in a timely manner. The Technical Delegate should work with the GMS personnel prior to the actual competition. The Technical Delegates should approve/sign off on all final divisions.

RULES CONFLICT >

Question 1: What is the appropriate course of action when there is a conflict between a Special Olympics rule and an International Federation rule?

Answer 1: The Special Olympics rule shall govern. However, the Technical Delegate may need to decide on questions and situations that are not already covered or insufficiently covered by either rule. This could be extended to those that have not been already covered by the Jury or do not fall within the jurisdiction of other authorities. In such cases, common sense must be used. The dignity, health and safety of athletes are paramount. When in doubt, decide in favor of the athlete.

MAXIMUM EFFORT RULE >

Question 1: What are the guidelines for the maximum effort rule?

Answer 1: Please refer to the Maximum Effort Rule in Article I, Section J of the Special Olympics Sports Rules.

The following options may be used alone or in combination to apply Maximum Effort

Rules/Guidelines:

1. Percentage Rule - A percentage is established and published for each event in which the rule will be applied. Athlete/teams may not exceed this percentage of improvement from their divisioning score to their final score. If an athlete exceeds this performance percentage, disqualification may take place.

2. Jury Review – A percentage is established and published for each event in which the rule will be applied. If an athlete/team exceeds this percentage from their divisioning score to their final score this will automatically “trigger” a jury review to determine if the athlete/team shall be disqualified from the event.

Regardless of the option selected above, the following procedures must be used when the Maximum Effort Rule is applied:

1. The coach must be provided an opportunity to submit an improved performance score if the score recorded in the divisioning competition is not a true reflection of the athlete’s ability.

2. Competition management may take the better of a submitted training score or a divisioning score to determine placement for the final.

3. If competition management determines that an athlete or team has not competed with maximum effort in preliminary and/or divisioning rounds with the clear intent to gain an unfair advantage in the divisioning process he/she has the right to sanction that athlete or team. Sanctions may include: Verbal Warning to the player and/or coach, adjusted division placement, final placement or disqualification from the event or the entire competition.

Parameters to consider when establishing Maximum Effort performance percentages and for applying the Maximum Effort rule:

1. Ability levels of the majority of athletes in an event
2. Event Type – Natural Variance in Scores
3. Divisioning percentages: Competition Management must take into account the percentage difference between the highest and lowest scores within a division. The enforced Maximum Effort percentage must always be greater than the percentage difference between the highest and lowest scores in a division. (How an event is divisioned should impact the implementation of a Maximum Effort percentage rule/guideline).
4. When and where were divisioning scores established: Competition Management must take into account when/where the divisioning scores were established. The Maximum Effort performance percentages may be different for events where divisioning and final scores are taken at the same event versus events where divisioning scores are established from previous competition(s) or training.
5. Weather conditions: Competition Management must take into account if the weather conditions have changed from the Divisioning events to Final events.

Question 2: What should I do if in the final results all or most of the athletes are disqualified because of the maximum effort rule?

Answer 2: The Maximum Effort Rule (Article I, Section J of the Special Olympics Sports Rules) clearly states that the person in charge of the competition (Technical Delegate) must have some considerations after receiving the disqualification by Maximum Effort of any athlete. The sport specific jury review is recommended to determine if there were any unfair advantages or special circumstances. If there are no unfair advantages or special circumstances, then the disqualifications stand. However, poor training and lack of competition opportunities are not acceptable excuses.

Question 3: What criteria must be used for maximum effort rule disqualification (Individual Sports) if we are not providing preliminary rounds during the Games?

Answer 3: Many of the athletes' times have been recorded prior to the Games or were taken in different conditions. It is the responsibility of the Coaches to know the capabilities of their athletes. Technical Delegates must provide coaches the opportunity to provide accurate times in which to division their athletes properly.

SAFETY >

Question 1: What should I do if I observe an unsafe situation, even if it is not a rules violation?

Answer 1: Intervene immediately! Stopping the competition for the sake of safety is necessary to prevent an athlete from being injured. Fix the problem and proceed with the competition.

Question 2: What if an athlete(s) cannot perform the basic skill of the sport?

Answer 2: This could pose a safety issue. After assessment and as time permits a consideration should be discussed with the coach and the event planned for the athlete as a training opportunity/exhibition. The athlete should be awarded a participation ribbon.

TECHNICAL INFRACTIONS >

Question 1: What do I do if all or most of the athletes in a division are disqualified because of technical infractions?

Answer 1: A Jury review is recommended to determine if there were any unfair advantages or special circumstances. If there are no unfair advantages or special circumstances, then the disqualifications stand.

OFFICIALS, COACHES, AND JURY >

Question 1: What should I do if an official behaves inappropriately? For example, engages in inappropriate conversations, and whose demeanor during coaching sessions, social activities, with coaches and participating athletes are not compatible with SOI standards of behavior?

Answer 1: Officials should be aware of their expectations in advance and alerted to possible actions if they do not perform in accordance with the standards set forth in the Official's agreement. The Technical Delegate is ultimately in charge of all Technical Officials. After consulting with the Head Official, the Technical Delegate should take appropriate action which could include at least, but not be limited to, the removal of the official from active judging, either for the entire Games or for events in which the coaches and /or athletes they contacted are participating in. The Technical Delegate should also inform the SOI Sports Director. If the sanctions merit a continuing action, recommend the Technical Official not be considered for future World Games. If it is a minor, and not a Technical Official, the matter should be resolved with the Sports Commissioner/ GOC with the Sports Commissioner taking the lead.

Question 2: Is the Technical Delegate responsible for educating the officials?

Answer 2: The Technical Delegate should ask the GOC for the training schedule for officials. The Technical Delegate should work with the head judge/official to make sure the rules are interpreted correctly and followed during competition. Together, they can make officials' assignments so that more experienced officials mentor new or less experienced officials. The Technical Delegate has the authority to adjust the officiating schedule based on the official's performance throughout the Games. The Technical Delegate should evaluate the overall professionalism of all officials. The Technical Delegate should share the assessment tools with the officials prior to the beginning of the competition.

Question 3: Is the coaches' education the responsibility of the Technical Delegate?

Answer 3: The Technical Delegate is not responsible for the coaches' education. However, if a coach does not act appropriately, refer to Article I Addendum D of the Special Olympics Sports Rules as grounds for coach disciplinary action.

Question 4: How can the Technical Delegate most effectively interact with the Jury?

Answer 4:

1. Outline the situation. All possible information should be gathered and presented
2. Propose a solution with at least one other option
3. Allow for a brief period of thought (brainstorming)
4. Ask for opinions
5. Cross question to clarify any skepticism
6. Vote
7. Compose the decision “The Jury has decided...”
8. Document and communicate the decision in a timely manner

The Technical Delegate should strive for unanimous decisions from the Jury whenever possible. When in doubt, decide in favor of the athlete and the sport.

EVALUATION >

Question 1: Realizing that all positions of higher responsibility will be evaluated, how will the performance of Technical Delegates be measured and by whom?

Answer 1: An administrative team comprised of representation from SOI and the GOC will do a performance assessment taking into account essential elements critical to the success of the Technical Delegates based on the following areas of responsibility:

- Strong leadership, inter-personal, and management skills
- Cooperation with the Games Organizing Committee leadership team
- Cooperation with the Special Olympics leadership team
- Ability to solve problems in an efficient and diplomatic manner
- Demonstration of a comprehensive knowledge of the most recent version of the International Federation (IF), Special Olympics sports rules and Article I
- Divisioning outcomes
- Assured manner in coaches, officials, and jury meetings

- Prompt response to questions and timely, thorough reports
- Conduct of competition

FUN >

Question 1: Should the Technical Delegate expect to have fun during the Games?

Answer 1: ABSOLUTELY! Working with a team of people dedicated to providing a world class event for Special Olympics athletes and their families is the most rewarding experience ever! Remember - the more prepared you are before the event, the more you can sit, observe, and enjoy the actual competition. Your job during the Games should be to trouble shoot as problems arise, which they will. Work to anticipate problems and solve them before the Games begin. Have fun, make new friends, create life-long relationships and enjoy the company of your Special Olympics family! Enjoy the social and cultural activities. Do not forget to share impactful stories of training, coaching, good officiating and athlete performances.

World Games Guidelines for Coaches Meeting

OVERVIEW >

It is important to conduct informative, clear, concise coaches' meetings. The first coaches' meeting will set the standard for the rest of the competition and, therefore, superb preparation is crucial.

Head Coaches' Meetings should be held daily in each competition venue. Head Coaches for each sport must attend these meetings, as they are an important method of communication between competition management, head coaches and their delegation. Head Coaches must distribute the information received at the Head Coaches' Meetings to other coaches in their delegation, ensuring an effective system of communication.

SCOPE – GUIDELINES

Special Olympics' international standards for professionally run Head Coaches' Meetings at World Games include the following:

- ▶ All coaches' meetings should be conducted in the most professional manner possible.
- ▶ Time and location of coaches' meetings should be announced in advance by the Games Organizing Committee and be included in the Coaches' Handbook. Coaches' meetings must start on time and end on time.
- ▶ Coaches' meetings should begin and end on a positive note.
- ▶ Each sport should conduct daily coaches' meetings. These meetings should be limited to Head Coaches only.
- ▶ Daily meetings should be no longer than 30 minutes in duration. Coaches' packets should be prepared in advance and made available at the meeting. The first Head Coaches Meeting may be longer in duration.
- ▶ General chatter should not be tolerated during the meeting.
- ▶ The information given at the meeting should be understood by everyone before the meeting ends.
- ▶ It is essential that nobody leaves the meeting without knowing who is responsible to give an answer and when the answer will be given. "I don't know" is not an acceptable answer. In order to best accommodate various interpreters at these meetings, and those less proficient with the English language, presenters should speak slowly, clearly, and simply and avoid the use of slang and acronyms/abbreviations.
- ▶ When discussing rules, reference should be made to the actual document (international federation sport rules, national governing body rules, Special Olympics rules) by paragraph and page number.
- ▶ If handouts are to be distributed, there should be enough copies for all delegations.
- ▶ An agenda and/or handouts of information to be discussed should be distributed at the beginning of all coaches' meetings. Information should be brief, concise and clear.
- ▶ A sign-in sheet listing all participating delegations should be signed by the Head Coach upon entering the meeting.
- ▶ Language interpreters should be made available at the site to assist as necessary.
- ▶ Complete presentation of materials before allowing questions from audience.
- ▶ For the first Head Coaches' Meeting, you may want to provide index cards to participants so they may write their questions down and submit them to the leader of the meeting to answer.

- ▶ Coaches' questions should be written and submitted to the Sport Information Desk in advance of each daily meeting.
- ▶ Minutes shall be recorded manually by designated competition management personnel, preferably the Competition Secretary/Secretariat.
- ▶ The typed meeting minutes should be distributed no later than the next morning. Meeting minutes should be available at the Sport Information Desk.
- ▶ Agendas, PowerPoint presentations and meeting notes for each sport-specific coaches' meeting must be included in the Games After-Action Reports.
- ▶ It should be emphasized that all Head Coaches are responsible for the content discussed at each meeting.

Agenda Items

Subject matter to be covered during the first Head Coaches' Meeting should include, but not be limited to, the topics listed below. These topics should be covered at daily Head Coaches' Meetings as needed.

- ▶ Welcome
- ▶ Introduction of Committee Members (e.g., Technical Delegate, Competition & Venue Management)
- ▶ Review of Coach/Athlete Codes of Conduct
- ▶ Divisioning
- ▶ Maximum Effort Rule
- ▶ Fair play
- ▶ Competition Schedule
- ▶ Practice Information
- ▶ Warm-up Schedule
- ▶ Delay/Postponement/Cancellation Management
- ▶ Competition Format
- ▶ Competition Rules of Emphasis
- ▶ International Sport Federation and Special Olympics Rules
- ▶ Protest and Appeals Procedures
- ▶ Uniform and Equipment
- ▶ Athlete Staging and Flow
- ▶ Coaches' Meetings/Final Declaration
- ▶ Results

- ▶ Awards
- ▶ Sport Information Desk
- ▶ Clinics and Demonstrations
- ▶ Weather Report/Forecast
- ▶ Venue Operations
- ▶ Athlete Transportation
- ▶ Food Service
- ▶ Medical Service
- ▶ Safety & Security
- ▶ Credentialing
- ▶ Language Services
- ▶ Questions/Answers
- ▶ Venue Walkthrough

Staging

- ▶ The room or area should be set up so that everyone can see and hear.
- ▶ There should be a head table on a raised platform, particularly for the first Head Coaches' Meeting. The head table should consist of at least the Technical Delegate, Head Official, Sport Commissioner and Venue Manager (at first Head Coaches' Meeting). Name cards with position title should be professionally displayed on the head table.
- ▶ Delegation name plates should be displayed on the tables in alphabetical order.
- ▶ Appropriate audiovisual aids (microphone, overhead projector, LCD projector, screen, laptop with PowerPoint presentation) and other support equipment should be utilized.
- ▶ Use overhead projector/PowerPoint presentation and bullet points as much as possible.
- ▶ Additional equipment should include tables (as deemed necessary) and chairs (required).
- ▶ A table and a sign-in list should be available by the entrance.

D World Games Guidelines for Games Sport Rules

OVERVIEW >

The Official Special Olympics Summer/Winter Sports Rules shall govern all Special Olympics competitions. As an international sports program, Special

Olympics has created these rules based upon the relevant International Sports Federation rules. The respective International Sports Federation rules shall be employed except when they are in conflict with the Official Special Olympics Sports Rules. In such cases, the Official Special Olympics Sports Rules will apply.

PROTESTS >

Protest procedures will follow that of the International Sports Federation. Any protest involving the judgment of a referee/judge will not be given consideration.

APPEALS >

The Technical Delegate who chairs the Sport-specific Jury will review the protest with the Sport-specific Jury. The jury members must rule to deny or accept the protest. The Head Coach can either accept the ruling or appeal in writing to the World Games Jury of Appeal.

Only a Head Coach may file an appeal to the World Games Jury of Appeal.

Should a Head Coach wish to appeal a denied protest, that appeal is to be lodged at the Sports Information Desk on the appropriate appeals form.

Appeals against the decisions of the Sport-specific Jury are to be submitted within 60 minutes following the decision of the Sport-specific Jury.

The respective Sport Information Desk shall call the Sports Headquarters Office. That office will notify the Games Organizing Committee (GOC) Director of Sport & Competition and inform that director of the appeal. The Director of Sport & Competition will contact the Chair of the World Games Jury of Appeal as soon as possible.

The Chair of the World Games Jury of Appeal shall be from Special Olympics, Inc. He/she shall be responsible for overseeing the selection of members to the World Games Jury of Appeal in cooperation with the GOC.

At a minimum, the World Games Jury of Appeal will consist of a representative of the Games Organizing Committee, a representative from Special Olympics, Inc., and a designated person with thorough knowledge of Special Olympics standards and philosophy. One or more alternates may be named. If and when it is considered appropriate, a Secretary, who may be a non-member of the jury, may be appointed. The maximum number of members on the Jury of Appeal is five.

The Games Organizing Committee is responsible for securing an adequate room for any Jury of Appeals meeting. Transportation and communication methods for the members must also be planned for.

The World Games Jury of Appeal shall consult with all relevant officials, Technical Delegates and GOC sports members. The jury may consider any other evidence that the jury believes is relevant and helpful. A jury member is allowed to speak, but not to vote, on an appeal coming from that jury member's Special Olympics national Program.

Each member shall have one vote, and the Chair shall have a casting vote. In case of urgency, the jury may vote on a matter even if it has not been possible to call all the members. The Jury of Appeals shall be the final authority for all appeals during the Games.

The Jury of Appeal's decision must be in writing. The result is conveyed to the jury and the Head Coach is informed of the final decision. Special Olympics, Inc. and the Games Organizing Committee will also be informed of the final decision.

World Games Guidelines for Competition Venues

OVERVIEW >

The Games Organizing Committee is expected to plan and conduct a world class sporting event that celebrates the achievements of Special Olympics athletes in an Olympic type environment. All facilities used as competition venues must meet or exceed the criteria and specifications of the sport international federation rules and Special Olympics World Games Bid Package. The venues must also be operated in a safe and efficient manner to the highest degree with the primary focus on the athletes.

SCOPE – GUIDELINES >

Competition Venue Selection

The competition venues will be approved by SOI and the respective Technical Delegate in advance. As per the Memorandum of Agreement, the Organizing Committee shall submit to SOI any changes to previously approved competition venues, and SOI shall respond within thirty days following receipt of such request.

In summary, the following are considered high priorities in the selection of the competition venues.

- ▶ Each sport's technical requirements according to international federation (also refer to the Bid package)
- ▶ Proximity to athlete's housing
- ▶ Multiple-use capabilities(multi-sport/multi-field of plays)
- ▶ Facility condition at the time of take-over

Facilities Within the Competition Venue

The following facilities should be incorporated in the overall layout of the competition venue. The GOC must be mindful of any rules set forth by Special Olympics and/ or the international federation.

- ▶ Controlled staging areas necessary for smooth process to competition areas to awards
- ▶ Athlete services: Adequate facilities and space for warm-up
- ▶ Athletes lounge area
- ▶ Separate male/female toilet facilities/locker rooms/changing rooms for athletes
- ▶ Storage facilities for equipment
- ▶ Medical Services Center
- ▶ Awards Presentation Area (and preparation area)
- ▶ Competition and Awards Staging Areas, as applicable
- ▶ Shelter for athletes in case of inclement weather (i.e. shade area)
- ▶ Adequate room for coaches' meetings
- ▶ Adequate room for competition technical officials' lounge/meetings (see also competition technical officials section of the World Games Guide for additional information)
- ▶ Adequate room space for competition management to include but not be limited to the following:
 - Furniture (tables, chairs, bulletin boards)
 - Phone/fax line
 - Computers/printers
 - Stationery
 - Photocopier
 - Access to high speed internet access/Wi-Fi
 - Electrical power for laptops, etc.

- ▶ Adequate room space for technical delegates to include but not be limited to the following:
 - Furniture (tables, chairs, sofa)
 - Electrical power for laptops, etc.
- ▶ Sport information desk (i.e. results, etc.)
- ▶ Games Management System (GMS) operations area
- ▶ Adequate room space for jury
- ▶ Adequate room space for volunteers
- ▶ Adequate room space for venue operations
- ▶ Equipped media center
- ▶ Adequate space for Games merchandise sales
- ▶ Adequate space for general information center
- ▶ Adequate room space for families hospitality
- ▶ ASF/MVP hospitality room
- ▶ Space for catering services for spectators, athletes and volunteers, as applicable.
- ▶ Adequate seating space for the various constituent groups (i.e. guests, spectators, Athlete services)

Additional Operational Requirements

A final venue inspection is to be conducted by SOI, the Technical Delegate, and the GOC no later than 2 days prior to competition.

The field of play must be set up and operated in a safe manner according to sport rules. The field of play is to be preserved at all times and always clear for athletes to compete.

The Look is incorporated at all venues. It will maintain the integrity of the competition area while incorporating consistent signage, circulation, pageantry and all extraneous support services.

CAD drawings must be presented in detail.

Technical requirements must be in order for operations and sports presentation.

Zone access control should be strictly enforced.

F Appendices

SAMPLE MEETING AGENDA/HEAD COACHES MEETING >

Games name here

Games Logo Here

ALPINE TEAM CAPTAINS' MEETING – FINAL COPY 1/16/13

AGENDA

- | | |
|--|---------------------------|
| 1. WELCOME/INTRODUCTION | <i>Chief of Race</i> |
| 2. ROLL CALL/ATTENDANCE LIST | <i>Race Secretary</i> |
| 3. TECHNICAL PART | <i>Technical Delegate</i> |
| a. Review of Jury Members | |
| b. Start list handed out/reviewed/approved | |
| c. Results | |
| d. Wearing of start numbers | |
| e. Rules for protests | |
| f. Report of the day by the Organizing Committee | |
| g. Report by the Technical Delegate(s) | |
| h. Review of the intended program | <i>Chief of Race/TD</i> |
| i. Weather forecast | |
| ii. Orientation of the courses (venue maps) | |
| iii. Inspection of the course/process | |
| iv. Medical Services | |
| v. Training Courses | |
| i. Final Program | |
| i. Lifts open at | |
| ii. Course Set: after Coach meeting/Morning | |
| iii. Jury | |
| iv. Athlete/Coach Course Inspection | |
| v. Awards Process (if finals day) | |
| 4. ADMINISTRATIVE PART | |
| a. Lunch meal process | |
| b. Waxing Tuning Room | |
| c. Next meeting | |
| 5. MISCELLANEOUS | |
| a. Questions submitted | <i>Chief of Race/TD</i> |
| b. Non Alpine Specific announcements | <i>GOC Representative</i> |

SAMPLE MEETING AGENDA/OFFICIALS MEETING >

**2007 SPECIAL OLYMPICS WORLD SUMMER GAMES
VOLLEYBALL OFFICIALS MEETING
HUASHEN ACADEMIC EXCHANGE CENTER
03 OCTOBER 2007 – 13.00-15.00 HOURS**

AGENDA

PRESIDING: Nancy Sommer, *Head Referee*
Xia Xin, *Assistant Head Referee*

PRESENTING: Yang Jia Xin, *Secretary, Sports Bureau, Putuo District*
Deng Qi Kang, *Sports Commissioner*
Joe Sharpless, *Technical Delegate*
Daniel Leake, *Technical Delegate*
Debbie Reed, *Head Scorekeeper*

A. INTRODUCTORY REMARKS AND INTRODUCTIONS – Mr. Yang/Ms. Sommer

B. GSC INFORMATION – Mr. Deng

Topics: *Awards, SID, catering, transportation, medical, staging and venue tours*

C. COMPETITION INFORMATION – Mr. Deng/Mr. Sharpless

Topics: *Playing format, Review of Referees' Manual, description of pool play and advancement, coaches/athlete's responsibilities, related scheduling items, tournament and match protocol*

D. TECHNICAL INFORMATION – Mr. Sharpless/Mr. Leake

Topics: *Administrative procedures and lines of authority, SOOPA official, Protest and Appeals procedures, Codes of Conduct, player uniforms, courtside demeanor and Divisioning procedures*

E. RULES OF PLAY/ INFORMATION – Ms. Sommer

Topics: *Review of FIVB Rules of Play, interpretations and clarifications, SOI Rules modifications, Venue Ground Rules, referee evaluations, committee assignments and responsibilities, (i.e., Divisioning Team, Rating Committee), Venue Head Referees, future meeting schedule, match assignment procedures and social program*

F. SUPPORT OFFICIALS INFORMATION – Ms. Reed

Topics: *Related subjects*

G. SUMMARY AND QUESTIONS – Ms. Sommer

H. ADJOURNMENT & MOVE TO ECNU FOR DEMONSTRATION MATCH

SAMPLE MEETING AGENDA/GAMES MANAGEMENT TEAM >

2007 SPECIAL OLYMPICS WORLD SUMMER GAMES
MEETING OF THE GAMES MANAGEMENT TEAM
HUASHEN ACADEMIC EXCHANGE CENTER
03 OCTOBER 2007 - 09.00 HOURS

AGENDA

PRESENTING: Yang Jia Xin, *Secretary, Sports Bureau, Putuo District*
Deng Qi Kang, *Volleyball Sports Commissioner*
Joe Sharpless & Daniel Leake, *Technical Delegates*

ATTENDING: Wang Hua & Yan Jin Fia, *GSC*
Nancy Sommer, *Head Referee*
Xia Xin, *Assistant Head Referee*
*Debbie Reed, *Head Scorekeeper*
*Charles Chen, *Assistant Head Scorekeeper*
*Rick Laskey, *Coordinator of Divisioning*
Tan Jun, *Venue Manager, Putuo Stadium*
Liu Xunfu, *Venue Manager, ECNU/Main*
Xiong Yun, *Venue Manager, ECNU Student Center*
Wang Mei Fen, *Volleyball Volunteer Coordinator*
* *Required attendance at a conflicting meeting*

- A. **INTRODUCTORY REMARKS & INTRODUCTIONS – Mr Yang/Mr. Deng/Mr. Sharpless**
- B. **GSC INFORMATION: Q/A – Mr. Deng**
Topics: *Awards, SID, catering, transportation, medical, staging and venue tours, etc.*
- C. **COMPETITION INFORMATION, REVIEW/, Q&A – Mr. Deng/Mr. Sharpless**
Topics: *Playing format, description of pool play and advancement and related scheduling items*
- D. **TECHNICAL INFORMATION: Q/A – Mr. Sharpless/Mr. Leake**
Topics: *Divisioning procedures, player monitoring, protest and appeal procedures/committees, Players' Clinic and Codes of Conduct,*
- E. **HOUSEKEEPING – Mr. Deng /Mr. Sharpless**
Work schedules, staff meetings, meals & staff uniforms
- F. **COMMENTS/FEEDBACK/QUESTIONS – GMT Members**
- G. **SUMMARY – Mr. Deng/Mr. Sharpless**
- H. **ADJOURN TO CONFERENCE HALL TO MEET WITH VOLUNTEER**

TECHNICAL DELEGATE AFTER ACTION REPORT >

SPECIAL OLYMPICS WORLD GAMES TECHNICAL DELEGATE REPORT

DIRECTIONS: Please answer /rate the following. Use the necessary space to provide comments in detail. The boxes can be expanded to accommodate all of your comments. This report must be typed and submitted to Special Olympics, Inc. no later than 15 days after Closing Ceremony.

1 = Very Poor
2 = Area of Concern
3 = Adequate
4 = Very Good
5 = Outstanding

Sport:

COMPETITION VENUE

Compliance with international sport federation and Special Olympics technical requirements, If not, provide detailed explanation in the observation section or attach supplemental report Yes No

Inspection of field of play conducted by technical delegate prior to competition, any safety concerns should be indicated in the observation section or attached supplemental report Yes No

Venue Flow (athlete staging to competition) 1 2 3 4 5

Field of Play Access Control & Enforcement 1 2 3 4 5

Field of Play Operations 1 2 3 4 5

Quality of Permanent Facilities and Temporary Modifications 1 2 3 4 5

Commendations

Observations

Recommendations

SPORT EQUIPMENT

Compliance with international sport federation and Special Olympics technical requirements, If not, provide detailed explanation in the observation section or attach supplemental report Yes No

Commendations

Observations (List below the names/bib numbers/Program that did not have proper sport equipment or attire)

Recommendations

COACHES

Organization and Administration of 1st Head Coaches Meeting 1 2 3 4 5

Organization and Administration of Additional Coaches Meetings 1 2 3 4 5

Technical Manuals 1 2 3 4 5

Total Number of Coaches' Meeting Conducted

List sport specific issues arising at coaches meetings and how were they resolved

Commendations

Observations

Recommendations

OFFICIALS

Organization and Administration of Officials' Meetings 1 2 3 4 5

Technical Manuals 1 2 3 4 5

Overall Performance of Officials 1 2 3 4 5

Officials Attire and Equipment 1 2 3 4 5

Officials Nomination and Selection Process 1 2 3 4 5

Officials Performance Evaluation Process 1 2 3 4 5

Officials Services (i.e. reception, communication, lounge, etc.) 1 2 3 4 5

Commendations

Observations

Recommendations

DIVISIONING

Divisioning Success (evenness of division, competitive division) 1 2 3 4 5

What difficulties, if any, scenarios were encountered during divisioning?
How were they handled?

Commendations

Observations

Recommendations (including summary reports that could be added from GMS)

SPORTS RULES

Compliance with the typical international protocol for the sport Yes No

Adherence to Sports Rules 1 2 3 4 5

Number of Protests

Number of Protests Denied

Number of Protests Upheld

Identify trends of type of protests (include name of delegations)

List the members' names and position of the sport specific jury

Were there any decisions made that was not covered in the sport rules, if so, please specify.

Commendations

Observations (i.e. conformity to athlete uniform and equipment regulations, illegal commercial messaging, knowledge of sports rules by coaches – provide specific information including delegation's name)

Recommendations (i.e. specific rule changes for next World Games)

COMPETITION SCHEDULE/RESULTS

Adherence to Schedule 1 2 3 4 5

Timeliness of Distribution of Schedule 1 2 3 4 5

Timeliness of Distribution of Posting of Results 1 2 3 4 5

Evaluation of Competition Format 1 2 3 4 5

Competition Format Used

List and explain any delays, postponements, cancellations in the competition

Commendations

Observations

Recommendations (i.e. include types of reports)

PAPER FLOW

Commendations

Observations

Recommendations

SPORTS TECHNOLOGY

- Timing and Scoring Operations 1 2 3 4 5
- Use of Scoreboard/Video board/Sound Production 1 2 3 4 5
- Bracketing Software, if applicable 1 2 3 4 5

Commendations

Observations

Recommendations (i.e., what enhancements (including reports) can be made to GMS to administer the sport)

AWARDS

- Awards Presentation 1 2 3 4 5
- Adherence to Schedule 1 2 3 4 5
- Awards Staging 1 2 3 4 5
- Competition to Awards Flow 1 2 3 4 5

Commendations

Observations

Recommendations

EVENT REGISTRATION/QUOTA

List event(s) that should be deleted for the next World Games. State reason(s).

List event(s) that should be considered adding to the next World Games. State reason(s).

If applicable, was the categorizing of events within the sport useful? What would you change differently?

What is the maximum number of teams/athletes that should be accommodated for a World Games, using the same number of field of plays?

Information that should be deleted from athlete registration form

Information that should be added to athlete registration form

Comments on final declaration process

COMPETITION MANAGEMENT TEAM

Competition Management Team Performance 1 2 3 4 5

Sufficient number of Team Members 1 2 3 4 5

Commendations

Observations

Recommendations

ROLE AS TECHNICAL DELEGATE

Readiness in role as Technical Delegate prior to Games Time 1 2 3 4 5

Readiness in role as Technical Delegate during Games Time 1 2 3 4 5

Communication with GOC counterpart 1 2 3 4 5

Communication with SOI counterpart 1 2 3 4 5

Technical Delegate Services (travel arrangements, housing accommodations, uniform, etc.) 1 2 3 4 5

Provide listing of site visits prior to the Games (all visits made between the time of your appointment up to Games)

What specific duties did you perform as a technical delegate during Games time?

Commendations

Observations

Recommendations

ADDITIONAL COMMENTS

OVERALL IMPRESSION OF THE GAMES

Overall rating

1 2 3 4 5

The
ANNENBERG FOUNDATION

The Special Olympics movement is profoundly grateful for the support of The Annenberg Foundation which has underwritten the production of the Resource Manual for Technical Delegates, supporting our global goals for coaches' excellence.

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Olympics***

