



***Special Olympics***  
***Virginia***

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# JOB DESCRIPTION

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**POSTION**                      **COMPETITION COORDINATOR**

**DESCRIPTION**              The Competition Chair is responsible for coordinating the Area competitions.

**RESPONSIBILITIES**

1.              Develop an annual competition calendar.
2.              Ensure that all Area competitions adhere to Special Olympics Virginia (SOVA) policies and guidelines and are conducted according to the Official Special Olympics Sports Rules.
3.              Recruit and train volunteers to conduct the competitions.
  - Form a management team for each event.
  - Provide sufficient training and support for the management teams.
  - Insure that each event has adequate medical coverage on site.
  - Insure that all athletes and volunteers are registered properly according to SOVA policies.
  - Insure that each event has qualified referees or officials.
4.              Develop a communication system to alert coaches to upcoming competitions and to register athletes/teams.
5.              Secure adequate facilities and equipment for the competitions.
6.              Work with the Public Relations Chair to alert the media of upcoming competitions.
7.              Work with the Volunteer Chair to recruit and assign volunteers to Management Teams, committees or as day volunteers.
8.              Provide results from Area competitions to be used to register athletes for statewide competitions.
9.              Attend monthly Area Council Meetings and report on competition activities.

**MEASURES OF SUCCESS IN FULLFILLING THE  
COMPETITION CHAIR POSITION**

1. The Area offers at least one competition in every sport that athletes train.
2. The competitions adhere to SOVA policies and guidelines and are conducted in accordance with the Official Special Olympics Sports Rules.
3. The Area has sufficient volunteers to plan and conduct the competitions.
4. All interested athletes have the opportunity to participate in every competition.
5. All competitions receive media coverage.
6. The Area meet accreditation standards for the number of competitive experiences required in each sport.