



**Competition Coordinator**

**Responsibilities:**

- Regularly attend local program management team meetings.
- Ensure program is offering meaningful competition opportunities for all athletes.
- Along with the Training Coordinator, host pre-season coaches meetings.
- Plan and oversee all local competitions and manage volunteers working at the event.
- Ensure all local competitions are registered for sanctioning with Special Olympics Pennsylvania.
- Ensure all forms and paperwork is submitted to register your program’s delegation for advanced competitions.
- Ensure all competition allocations are awarded appropriately
- Assist in establishing a local program Training and Competition Committee and serve as Chairperson.
- Present a competition budget to be reviewed and approved as part of the local program budget.

**Reporting Requirements**

- Competition portion of the Annual Program Budget
- Local Competition Event Sanctioning
- Registration paperwork for the event

**Local Program Additional Needs:**