HEAD OF DELAGATION – TRAINING

1. **Role of Head of Delegation:**
   Responsible for the coordination and management of all aspects of the delegation during assigned competitions.

2. **Work closely with Competition Coordinator to ensure all competition entry information is completed and submitted by the deadline**
   It is important that the Head of Delegation has a good understanding of the delegation’s registration at a competition event. This includes not only sports athletes are registered in but also their times and scores, who their coaches are and of course their housing assignments. The best way to be sure that you are prepared when you arrive at a competition to answer any questions about your delegation is to be part of the process of registering your delegation for the competition.

   ✓ Know who is registered for your delegation, including all athletes, coaches and other volunteers.
   ✓ Know what sports your athletes are registered
   ✓ Be aware of the housing assignments of all members of your delegation

3. **Along with Competition Coordinator, review and confirm final competition paperwork, received from SOPA, to assure accuracy**
   It is important that the Head of Delegation be well informed before arriving at a competition. The HOD is the “go to” person if there are any issues relating to the delegation so you will want to be as prepared as possible to handle any situation that may come up.

   ✓ Less problems at competition check in
   ✓ Opportunity to catch and correct mistakes

4. **Obtain, review and distribute a copy of the Coaches Handbook to all coaches prior to arriving at competition**
   Each head coach should have a copy of the handbook and if the head coach wants his/her assistants to have a copy, they can also be provided a copy. Some coaches, who have participated in a competition for many years, they sometime think they don’t need to review the handbook. But as HOD, you should encourage those coaches to review not only in case there are changes in the event but also as a refresher on what their responsibilities are and what procedures to follow, etc.

   ✓ All head coaches should be provided a copy of the Coaches Handbook for the event.
   ✓ Provide well in advance so coaches have time to review
5. **Handle on site registration of your delegation at the competition event**
   One person only at the registration table makes things go smoother and avoid a lot of confusion. Having the paperwork that was sent to you by SOPA with you can be a great help if there are any problems.

   And be prepared to share your own contact information, specifically your cell phone number, so that if there is any reason to get in touch with the delegation, we will have the correct information.

   Throughout the competition, there may be reasons to make changes due to weather or other issues and if that is needed, we provide that updated information through phone calls or text messages to delegations in addition to signage throughout.

   - One person to handle check in
   - Have copies of your paperwork with you.
   - Be ready to provide contact information (i.e. cell phone #s)
     - In case of emergency
     - Competition Updates (text messages, etc.)

6. **Manage and coordinate all aspects of the delegation for athletes, coaches, volunteers attending the competition as part of your delegation**
   They will look to you for information and guidance on where they need to be, what time they need to leave by, what bus or how do they get there, are they to be wearing anything special for the different events, and the list could go on and on. And since you can be with every athlete or team all the time, it will be important that they know how to contact you during the competition.

   If you encounter a problem or concern during the competition, please make sure you bring it to our attention.

   - Your delegation will look to you for information and guidance
   - Make sure they know how to contact you
   - Share any problems or concerns with the Competition staff, if needed.

7. **Attend all scheduled Head of Delegation meetings and disseminate pertinent information to respective coaches.**
   Some HODs have a short coaches meeting either in the evening following the HOD meeting or 1st thing every morning to assure that you don’t miss coaches who you may need to share information with.

   - Information received at HOD meetings needs to be shared with all head coaches

8. **Ensure that all required paperwork especially athlete applications (medicals) be brought to events for each athlete registered for that competition.**
   It is your next responsibility and virtually makes you the "keeper of all documents" during the event and you should carry this documentation with you at all times.
Athlete Applications (medicals)
Rosters
Travel forms
Housing Forms
Any additional forms required

9. **Ensure all delegation related issues are finalized before departure from competition.**

It is the responsibility of the HOD and includes everything from making sure all misconduct and incident reports have been completed and submitted, your delegation is properly checked out of the facility, you have confirmed all arrangements for your departure and all your athletes are accounted for and have all their belongings.

Any unreturned keys at Summer Games will result in a significant fee to your local program, even if the key is found and returned once you return home. So it is important that you make sure that every key is accounted for and you have confirmed and/or signed off with the housing desk before leaving.

Each year we also have a lot of lost and found items which have been left in rooms. So please have your coaches do a check of all your athlete’s rooms before departing.

- Misconduct reports or Incident Reports
- Check out- Key and Credential return
- Keys at Summer Games
- Organize departure
- Ensure all athletes are accounted for
Resource Page

- Competition Coordinator Handbook
- SOPA Monthly Communication to Local Programs- The Monthly Update
- SOPA Database including Resource Tab
- SOPA Annual Leadership Conference
- SOPA Website
  - www.specialolympicspa.org
- SOI Website
  - www.specialolympics.org

Staff
- Go to www.specialolympicspa.org
- Click on “Contact Us”
- Click on “Staff”

Specific Contacts Important to the Competition Coordinator
- Program Manager
- Field Director
- Competition Director for your region of the State
- Sr. Sports Director

Thank You for Participating!
If you have any questions or need clarification on any of the information presented, please contact your Field Director.
Head of Delegation - Position Description
Responsible for the coordination and management of all aspects of the delegation during assigned competitions.

Responsibilities
Ensure that the mission of Special Olympics Pennsylvania is understood by all.

Ensure that all delegation members understand the Special Olympics Pennsylvania Code of Conduct and conduct themselves at all times with the highest standards of ethics.

Ensure all Special Olympics Inc. and Special Olympics Pennsylvania policies, procedures, guidelines and objectives are clearly understood and followed.

- Work closely with Competition Coordinator to ensure all competition entry information is completed and submitted by the deadline.
- Along with Competition Coordinator, review and confirm final competition paperwork, received from SOPA, to assure accuracy.
- Obtain, review and distribute a copy of the Coaches Handbook to all coaches prior to arriving at competition.
- Handle on site registration of your delegation at the competition event.
- Manage and coordinate all aspects of the delegation for athletes, coaches, volunteers attending the competition as part of your delegation.
- Attend all scheduled Head of Delegation meetings and disseminate pertinent information to respective coaches.
- Ensure that all required paperwork especially athlete applications (medicals) be brought to events for each athlete registered for that competition.
- Ensure all delegation related issues are finalized before departure from competition.

Reporting Requirements:
Registration paperwork for competitions (along with Competition Coordinator)