

COMPETITION MANAGER

Job Title: Competition Manager

Supported By: Event Manager

Brief summary: The Competition Manager will work in conjunction with the RDO-Sport in the planning and implementation of the Event. He/she is responsible for the overall planning, development and implementation of the sports competition at the Event. He/she will be a key member of the Core Event Management Team and will work closely with the Event Manager to ensure the event meets the standards established by Special Olympics Ireland and that relevant policies and procedures and sports rules are adhered to.

Key tasks & responsibilities checklist

	Completed (P)
Pre-event	
Assist in the recruitment of officials	<input type="checkbox"/>
Work closely with the Event Manager in the overall planning of the event	<input type="checkbox"/>
Oversee the development of the competition operating plan and pre-event action plan for competition	<input type="checkbox"/>
Working with RDO Sport create initial divisions from entry forms	<input type="checkbox"/>
Working with RDO Sport create the competition schedule and send to clubs	<input type="checkbox"/>
Ensure all sports specific equipment is identified in requirements	<input type="checkbox"/>
Ensure competition volunteers are assigned and trained appropriate to their experience and role	<input type="checkbox"/>
If any incidentals are required; these must be signed off in advance by the RDO Sport.	<input type="checkbox"/>
 Event day	
Attend the Core Event Management Team meetings to plan for the event.	<input type="checkbox"/>
Brief all field of play volunteers at start of day	<input type="checkbox"/>
Coordinate and oversee set-up of sports equipment and sign off on the field of play	<input type="checkbox"/>
Chair the Head Coaches meeting	<input type="checkbox"/>
Check updates from athlete check-in to update heat sheets and schedule for any withdrawals	<input type="checkbox"/>
Ensure all key positions are staffed	<input type="checkbox"/>
Divisioning for final rounds if required	<input type="checkbox"/>
Be the decision maker (in conjunction with the Event Manager) on all sports related delays or postponements	<input type="checkbox"/>
Chair Jury of Sport committee if convened	<input type="checkbox"/>
Coordinate and oversee clear out of sports equipment. Ensure all equipment is returned in working order.	<input type="checkbox"/>
Advise event manager of any damaged or lost equipment.	<input type="checkbox"/>
Thank competition volunteers at the end of the day and gain any feedback from their experience to share with RDO.	<input type="checkbox"/>
 Post-event	
Ensure all official results are saved on GMS and liaise with RDO Sport to sign off	<input type="checkbox"/>
Ensure an evaluation of Competition is completed and forwarded to the Event Manager	<input type="checkbox"/>
Attend Core Event Management Team debrief meeting	<input type="checkbox"/>