

2017 NSG Competition Manager & Deputy Competition Manager Duties & Responsibilities

Event:	Special Olympics GB 2017 National Summer Games (NSG)
Role Title:	Competition Manager (CM) and Deputy Competition Manager (DCM)
Reports to:	Venue Manager (VM) and Special Olympics GB National Competition Development Manager

Brief summary of Special Olympics GB

- Special Olympics is for people with intellectual disabilities of all ages and all abilities
- Special Olympics GB's coaching and competition programme is community-based and year-round
- Special Olympics GB provides a non-elite competition pathway from local to international sports events
- Special Olympics is not just about sport as it integrates health, wellbeing, education and social inclusion into all programmes and strands of work
- Special Olympics is recognised by the International Olympic Committee

Brief summary of the event

The Special Olympics GB 2017 National Summer Games (NSG) is a multi-sport event for registered Special Olympics GB Athletes and Unified Partners and it will be the country's largest disability sports event in 2017.

This will be Special Olympics GB's 10th NSG and it will take place in the city of Sheffield across a number of sporting venues between 7-12 August 2017.

Around 2,600 athletes with intellectual disabilities of all ages and abilities will come together from across the country to compete in 19 sports. Athletes will be supported over the 4 days of competition by 800 coaches, 750 volunteers, 150 officials and over 5,000 family and friends. A spectacular Olympic-style Opening Ceremony will also kick-off the event at Sheffield United FC.

Brief timetable of the event

- 7 August 2017: Arrivals
- 8 August 2017: Divisioning/Competition/Opening Ceremony
- 9 August 2017: Competition
- 10 August 2017: Competition
- 11 August 2017: Competition/Sports Closing Ceremony/Farewell Party
- 12 August 2017: Departures

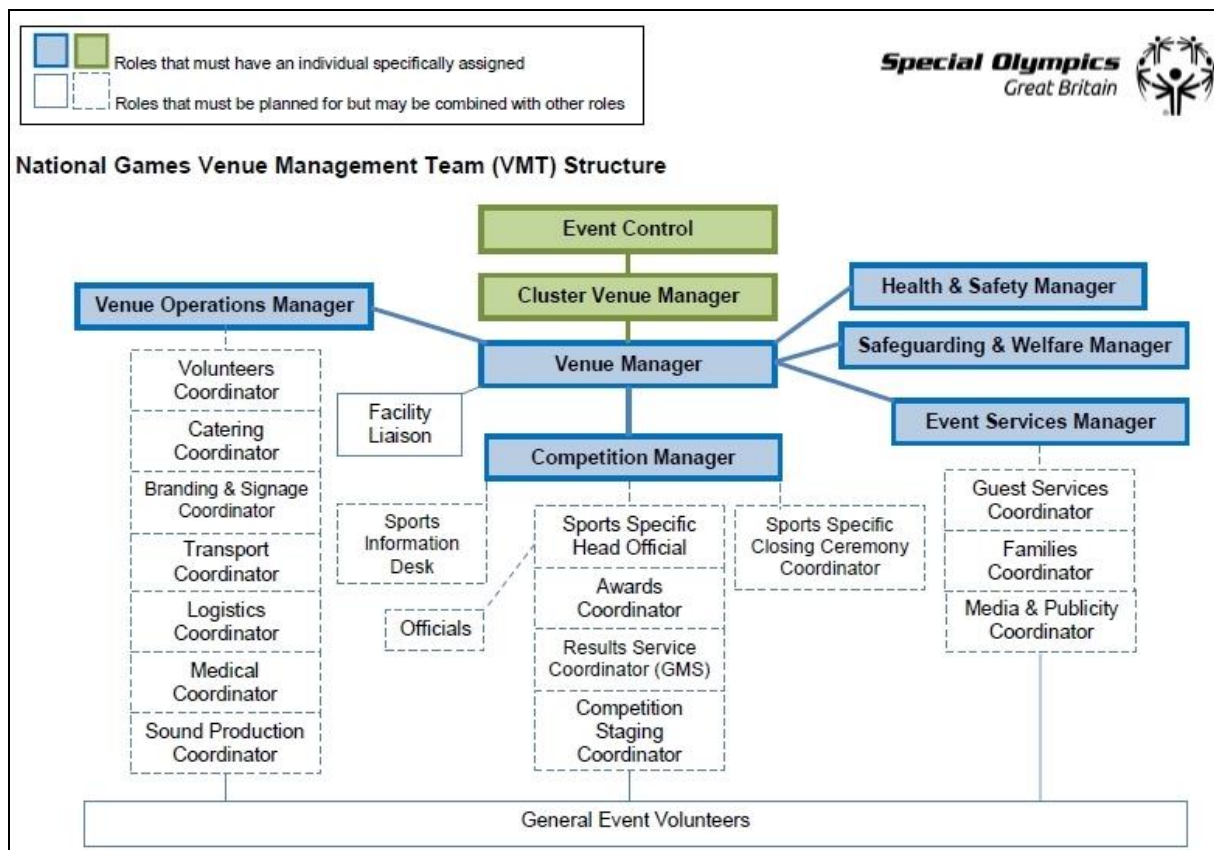
Brief summary of the position

The Competition Manager (CM) has overall responsibility for **preparing, coordinating and running** all aspects of the **competition in their sport** for the 2017 NSG. The Deputy Competition Manager (DCM) supports the CM but may by agreement, be given lead responsibility for specific areas.

The Venue Manager (VM) has overall responsibility for the preparation and running of the venue that the competition takes place in and therefore the CM and DCM will work closely with and - on a number of areas - report to the VM to provide a well-organised 2017 NSG of the highest possible quality that adheres to the Special Olympics rules, policies and procedures.

The CM will manage the following roles for their sport:

- DCM
- Sports Specific Head Official and through them, the other sports Officials
- Awards Coordinator
- Results Service Coordinator
- Competition Staging Coordinator
- Sports Specific Closing Ceremony Coordinator



Key Duties & Responsibilities

Pre Games

Plans

- Determine how best the sports competition can work in the designated venue
- Work closely with the VM in the overall planning of the sports competition at the designated venue
- Consider possible contingency plans for the sports competition
- Determine the 'Sports Competition Day Plan' (step by step guide of each day with regards to sports competition including timings)
- Determine (along with the Awards Coordinator) the 'Awards Day Plan' (step by step guide of the day with regards to awards including timings)
- Determine the results procedure that will be in place at the 2017 NSG
- Determine the IT requirements for the event including if software specifically developed to manage competitions in that sport is required to run alongside GMS¹
- Organise, attend and where relevant, determine the agenda for Head Coach (HC), Officials and volunteer briefings/meetings and Head of Delegation (HOD) Conference
- Identify the following throughout the sports competition and report this to the relevant manager/National Office:
 - Competitor flow
 - Paperwork flow
 - Sports competition equipment requirements (including sports specific, communication and IT equipment)
 - Awards requirements
 - Signage requirements
 - Paperwork requirements
 - Seating requirements (for competitors and spectators)
- Determine the sports competition equipment that will be required to run the event and, where necessary, assist with preparing/assessing tender documents from potential suppliers
- Assist in the preparation of the sport-specific budget for the competition and work within this
- Provide all relevant information for the sports competition sections of the Entry Pack, HOD Manual, HC Manual, 2017 NSG Programme
- Provide relevant information in order to coordinate the travel arrangements of any sports competition equipment used at the 2017 NSG
- Liaise with the relevant Manager in order to coordinate the initial arrangements of transport, catering, awards etc.

Competition Scheduling

- Determine the maximum quota of competitors that can participate and number of events they can enter
- Determine the competition format
- Division all competitors appropriately (in conjunction with a Divisioning Committee)
- Create the competition schedule

¹ The Special Olympics Games Management System which will be used to run the Games.

Volunteers

- Determine the number of Officials and sports competition volunteers required and communicated this to the relevant Manager
- Ensure that Officials are familiar with the relevant National Governing Body and Special Olympics Sports Rules, abide by all relevant policies, procedures and act in a professional and courteous manner at all times
- In conjunction with the Sports Specific Head Official/VM/Volunteers Coordinator ensure a rota is created for scheduling breaks for Officials and sports competition volunteers
- Assist National Office where necessary with the recruitment/selection of a DCM, Results Coordinator, Sports Specific Head Official, Officials, sports competition volunteers, a Divisioning Committee and a Sports Specific Jury
- Support the training/induction process for all relevant Officials and sports competition volunteers

Health & Safety

- Assist where necessary to ensure that risk assessments and emergency action plans are completed for the sports competition area
- Support the Special Olympics GB Safeguarding & Welfare Manager in their role
- Ensure the overall safety of the sports competition

During Games

Layout

- Oversee the use and layout of all sports competition related equipment
- Ensure all sports competition equipment is correctly and safely in place
- Coordinate and oversee the set up and pack down of sports competition equipment

Competition

- Oversee/Coordinate the running of the sports competition
- Division all competitors for final rounds appropriately in conjunction with a Divisioning Committee (if necessary)
- Ensure that the Maximum Effort Rule is adhered to (if relevant)
- Approve all disqualifications of competitors
- Inform the VM of any potential issues that may relate to other services being provided at the venue e.g. transport, catering
- Monitor and action where necessary all radio communication related to the sports competition
- Ensure that at the end of each day the following paperwork is passed to the relevant individuals:
 - Final Official Results
 - Competition Schedules (if amendments have been made)
 - Protest & Appeal Forms
 - Safety Officer's inspection log sheet
 - Accident & Incident Report Forms
 - Safeguarding & Welfare Report Forms
- Oversee all sports competition volunteers and officials

Meetings

- Chair all HC meetings
- Assist the Head Official where relevant during all Officials meetings
- Chair the Sports Specific Jury to deal with any protests (if convened)

- Liaise with the Jury of Appeal to deal with any appeals (if convened)

Post Games

- Attend post 2017 NSG debrief meeting (if necessary)
- Ensure an evaluation of the sports competition is completed and passed to National Office

Overall

- Make decisions concerning the sports competition in conjunction with the Event Management Team (EMT)/Games Organising Committee (GOC)/National Office
- Maintain effective communication with all members of the EMT/GOC/National Office
- Prepare regular progress reports as required by the EMT/GOC/National Office

Person Specification

Key knowledge, skills, experience and qualifications required:

- Competition management experience at sporting events
- Experience of operational planning
- Experience of people management and leadership in a paid and/or volunteer workforce context
- Knowledge of health and safety considerations around sporting events
- Experience of working within tight budgets and timescales
- Fully conversant with the current Official Special Olympics Sports Rules and the National Governing Body Rules for their sport

Key competencies and behaviours

- Ability to work under pressure, working to tight timescales
- Good people management skills
- Strong leadership skills
- Excellent project management and decision making skills
- Able to be flexible and adaptable in a dynamic environment
- Strong communicator
- A team player who can also work on own initiative
- Assertiveness and confidence
- Ability to work closely to deadlines
- Calm and effective demeanour in high pressure situations
- Fully endorses the mission and philosophy of Special Olympics

Notes

- The applicant must:
 - Be a minimum of 18 years of age (at the point of application)
 - (If required) Have a DBS/PVG issued no earlier than two years prior to the end date of the 2017 NSG
- CM/DCMs must in taking on this role commit to making themselves available for the full duration of the 2017 NSG as well as for a minimum of five days (maximum of 15 days) during the 12/18 months prior to the 2017 NSG to attend or conduct meetings and/or training with Special Olympics GB personnel, officials etc.
- CM/DCM expenses can be covered but only in accordance with the approved 2017 NSG Budget and when submitted on the correct expenses form
- At the 2017 NSG the CM/DCM will be accommodated with the EMT/GOC
- Any CM/DCM who, in the opinion of the EMT/GOC, the Special Olympics GB NEC or National Office fails to fulfill their duties and responsibilities or does not abide by the Special Olympics GB Volunteer Code of Conduct, may after due consultation, be relieved of their position
- The responsibilities of the CM/DCM require a considerable time commitment in both the preparation prior to and during the 2017 NSG. If you are in employment, you are advised to make your employer aware of your application and obtain their support prior to submission. On request, Special Olympics GB can make representations on the CM/DCM's behalf.

Deadline

- When completing the application form, please consider what you will bring to the role and how you believe you can successfully organise the competition in your sport at the 2017 NSG
- All applications must be emailed to Naazmi Johnston (naazmi.johnston@sogb.org.uk)
- The deadline for the receipt of all completed application forms is **12 noon on Tuesday 29 March 2016**
- All application forms will be reviewed by the selection panel
- Interviews (in the presence of a selection panel) for suitable candidates will take place before the end of **April 2016**
- Two suitable references concerning the applicant must be received before the position can be ratified
- Should you require any further information on this position please contact Emily Onley (Special Olympics GB Competition Development Manager) on 0207 247 8891 ext 212 or emily.onley@sogb.org.uk