

## **LOCAL COORDINATOR AND LOCAL PROGRAM COMMITTEES RESPONSIBILITIES**

The Local Coordinator(s) are responsible for the overall management of the Local Program and Local Program Committees.

Responsibilities of the Local Coordinator and Local Program Committees include:

### **Organization & Administration**

- Implement the Special Olympics program as per guidelines, policies, and general rules and sports rules established by Special Olympics Connecticut, Inc.
- Provide orientation for committee and volunteers with Headquarters offices
- Maintain accurate records including athlete medicals and releases
- Attendance at Local Coordinator meetings, on-line webinars & Leadership Conferences
- Host “Special Olympics Information Meetings” periodically to update all athletes, volunteers, families and agencies of current event in SOCT.
- Encourage all athletes and volunteers to sign up for monthly SOCT E-Newsletter and Facebook/Twitter pages
- Be knowledgeable of SOCT website ([www.soct.org/](http://www.soct.org/)) to obtain Forms, Information and Resources.

### **Athlete and Volunteer Recruitment/ Registration**

- Recruit and register volunteers to implement a quality sports training program
- Provide orientation opportunities to volunteers and encourage their participation at regular meetings and training at Local and State levels.
- Ensure that all athlete registration materials are complete and submitted on time. This includes Athletes Medical and Release Forms (**see the [Forms Section of SOCT website](#)**)
- Ensure that all appropriate local volunteers have completed their Class A forms; Unified Sports® partner forms and Protective Behavior Training every three years (**see [Volunteer Section of SOCT website](#)**).

### **Coaches Education**

- Obtain current sports rules for all coaches via SOCT website (**see [Coaches Corner of SOCT website](#)**)
- Ensure that information, training materials and seasonal SOCT coach’s meeting/webinar dates are distributed to coaches.
- Obtain and forward any facility usage requests and/or certificate of insurance needs to SOCT Headquarters.
- Identify a head coach for each sport offered and direct that coach to Coaches Orientation and Training Opportunities
- Ensure that athletes & Unified Sports® partners participate in at least eight weeks of training prior to state competitions
- Ensure that all athletes & partners attend Qualifiers, Divisioning Tournament &/or Time Trials as required.

- Ensure Local Coaches complete SOCT Coaches Education/Certification Requirements (see [Coaches Education](#) section on SOCT website).

### **Fund Raising**

- Ensure that sufficient funds are raised to meet an established annual budget
- Complete and send a **Local Program – [Fundraising Application Approval Form](#)** to SOCT Hamden Office 4- 6 weeks prior to event for approval.
- Encourage involvement and raise funds with Special Olympics Connecticut Collaborative Fundraising Opportunity through the Penguin Plunge (see [Penguin Plunge – SOCT Local Program Guide](#)).
- Adhere to finance guidelines (contact Nari Boodhoo at [narib@soct.org](mailto:narib@soct.org) for more information and forms).

### **Public Relations**

- Promote awareness of what people with intellectual disabilities can achieve through participation in Special Olympics Connecticut.
- Adhere to the official use of the Special Olympics Brand Identity Guidelines for logo use (see [Logo Use – Team Apparel Quick Guide for Local Programs](#))
- Do not include any SOCT Games logo on uniforms or banners.
- Work with SOCT to provide information on local positive athletes/volunteers stories.
- Encourage Athletes/Unified Partners to become Global Messengers

### **Families**

- Highlight the roles Families can play within Special Olympics Connecticut.
- Encourage family members to be active supporters of Special Olympics Connecticut at the local and state levels.