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) 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 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.