
JOB DESCRIPTION

**Special
Olympics**
Virginia



POSTION **MEDICAL COORDINATOR**

DESCRIPTION The Medical Chair is responsible for making sure all Special Olympics athletes in the Area have valid Registration Forms prior to participating in competitions and that all Special Olympics activities have proper medical provisions and personnel.

RESPONSIBILITIES

1. Make sure all athletes have valid Registration Forms prior to the start of each sport season and that the forms will not expire before state games. Use the SOVA Local Program Portal to check athletes' eligibility status.
2. Notify athletes when their form is about to expire of if their form has expired.
3. Assist the Games Chair, Sports Training Chair, Sport Coordinators and coaches in providing first aid kits at all training sites and medical coverage at all competitions.
4. Ensure that the Games Chair, Sports Training Chair, Sport Coordinators, coaches and medical personnel are familiar with SOVA's First Report of Accident/Incident form and insurance claim procedures.
5. Attend monthly Area Council meetings and report on medical activities.

MEASURES OF SUCCESS IN FULLFILLING THE MEDICAL CHAIR POSITION

1. All athletes in the Area have valid Registration Forms prior to participating in sports training and competitions.
2. A system is in place to notify athletes when their forms are about to expire.
3. All coaches and Head of Delegations have access to athletes' Registration Forms at all Special Olympics activities.
4. Medical equipment and/or personnel are available at all training and competition sites.