

HOW TO HOST A SPECIAL OLYMPICS COMPETITION



Special Olympics
Ontario

GENERAL PRACTICES

Competition Responsibilities and Expectations

This resource is meant to act as a guide to any coach or community leader looking to host a high quality competition within their Region. The suggestions that follow are to be used as a guide and for assistance in running your event. Remember, every competition is different and will need particular attention depending on many factors involved. Much of this information should prove valuable for areas such as acquiring facilities, creating registration packages, obtaining officials and running your event in general. The material is pertinent from a small event all the way up to a Regional Competition. If you don't find the answers that you are looking for in this document, you can always contact your RCMT Competition Manager, Ontario Sport Technical Advisory Team (OSTAT) Member, or the Special Olympics Ontario Manager, Sport Services. Our goal is to provide the best possible competitions to our athletes and this guide should assist you in achieving that outcome.

Hosting a Competition

- Each Region is responsible for hosting a minimum of one competition per year, in each sport in which there are at least 2 active clubs. One event will be deemed the Regional Competition, which will be open to all sport clubs within the Region.
- Special Olympics Ontario encourages communities within each Region to host as many competitions for their clubs as possible. They do not have to be as elaborate and large as Regional Competitions, the goal is to have as many opportunities of high quality competition for our clubs as feasible.
- Any community with a sport club can host a competition of any size and can be provided assistance from their Regional Competition Management Team.
- If you are interested in hosting an event, think about a couple of possible dates before your Regional Coaches Meeting (to be held prior to your sport season) and try to set one when scheduling your season with other coaches from your Region.

Sport Technical

- Competitions shall be conducted in accordance with the official rules as established by SOO, and shall utilize the Divisioning process.
- The Region shall include all official SOO events within a sport (including ADAPT), at the Regional competition. It is recommended that all events be offered at other types of competitions, but it is up to the Host.
- The Region shall submit official results from Regional Competitions to the Manager, Competition Services at the Provincial Office in Provincial qualifying years.
- It is recommended that the Region have a comprehensive evaluation process in place, to assist in improving the quality of their competitions.
- Athletes must be registered with Special Olympics Ontario and training within a registered Special Olympics program in order to be eligible to compete in competitions within that sport.
- As part of the registration package, the Competition Host must include the Conditions of the Competition, which includes format, rules and other technical issues concerning the event.

Basic Steps to Hosting a Successful Competition

1. Set date at Regional Coaches Meeting
2. Recruit Organizing Committee or others that will assist you in preparation
3. Prepare budget (if a Regional Competition, send copy of budget to Provincial Office two months prior to the event)
4. Book facilities (venue, meals)
5. Fundraise
6. Plan for lunch, if it is being offered
7. Prepare Registration Package
8. Book Officials and ensure they are familiar with SOO rules
9. Recruit day of competition Volunteers, if needed
10. Recruit Medical Personnel
11. Determine Emergency Action Plan
12. Set up competition structure, schedules
13. Division athletes
14. Venue Set Up and Equipment and Venue Safety Check
15. Prepare Coaches Package (to be provided with registration confirmation or at check-in on the day of the event)
16. Facilitate Pre-Competition Coaches Meeting, if time permits
17. Prepare Results for Coaches
18. Evaluate the Event

DAY OF COMPETITION REQUIREMENTS

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| DURATION | <ul style="list-style-type: none"> • 1 day e.g. 8 am – 5 pm (Northern regions may require overnight stay). • Remember that clubs will have to arrive and return on the same day |
| RISK MANAGEMENT | <ul style="list-style-type: none"> • Emergency Action Plan • Venue and equipment safety check • Access to telephone • Correct coach/athlete ratios • Accident/incident reports |
| OPENING CEREMONIES (if time and facility permit) | <ul style="list-style-type: none"> • Brief welcome and greetings • Include Athlete's Oath • Parade of athletes (if convenient) |
| FUNDING | <ul style="list-style-type: none"> • Local fundraising • In-kind donations (facilities, equipment, etc.) • Registration fees |
| FOOD (lunch is recommended) | <ul style="list-style-type: none"> • Nutritious lunch and snacks can be made available • Ensure that there is plenty of water available throughout the day |
| SPORT TECHNICAL | <ul style="list-style-type: none"> • Attain trained/qualified Officials • Divisioning/Seeding done in accordance to SOO policy. Seeding may occur prior to the competition using qualifying/practice times, seeding committee reviews, seeding tournament results, etc. • Coaches meeting prior to the beginning of competition, if time permits • Follow SOO and generic sport Governing Body rules • Usage of safe and proper equipment • Post all results or provide to coaches |
| MEDICAL | <ul style="list-style-type: none"> • It is strongly recommended that medical personnel be present for the duration of the event. Contact St. John's Ambulance for more info |
| VOLUNTEERS | <ul style="list-style-type: none"> • Volunteer check-in or contact person • Job description and Orientation • Volunteer Recognition (if feasible) |
| ADMINISTRATION | <ul style="list-style-type: none"> • Registration Package (including rules, conditions of competition, directions to event, etc.) • Divisions/Heat sheets • Score sheets • Competition schedule • Evaluation forms |
| CLOSING | <ul style="list-style-type: none"> • Awards presentation • Thank you • Wrap-up • Venue break down and clean up |

RISK MANAGEMENT CONSIDERATIONS FOR COMPETITIONS

| PLANNING STAGE | RISK MANAGEMENT CONSIDERATION |
|--|---|
| Choosing a Venue Site | <ul style="list-style-type: none"> • Quality of playing surface • Where is the phone, toilets, water? • Does the venue have an Emergency Action Plan (E.P.A.) • Accessibility and safety for spectators • Alternate plan if inclement weather • Shelter for inclement weather • Venue's rules and regulations • Safe athlete drop-off and pick up locations |
| Determination of Organizing Committee | <ul style="list-style-type: none"> • Are they qualified? • Are they reliable? • Have they been oriented? |
| Athlete Training | <ul style="list-style-type: none"> • Must meet minimum eligibility standards • Have athletes been involved in an effective conditioning program? |
| Communication (ongoing) | <ul style="list-style-type: none"> • Registration information (event registration package) must be clear, concise and understandable • Assign\orient volunteers (job descriptions) • Ensure coaches bring copies of athlete medical information • Coaches Package to be provided with registration confirmation or at check-in on the day of the event |
| Coaches Meeting (if meeting is not possible, must provide coaches package upon arrival at the latest) | <ul style="list-style-type: none"> • Make sure all head coaches or their designate are in attendance to discuss: rules, behavioural expectations, schedules, Emergency Action Plan • Collect competition evaluation forms and copy of accident/incident forms • Do any necessary follow-up |

| PLANNING STAGE | RISK MANAGEMENT CONSIDERATIONS |
|--|--|
| Determine Medical personnel/facilities | <ul style="list-style-type: none"> • Is there on site personnel/facilities? • First aid kit on site • First aid volunteers on site • Athlete and coach medical profiles • Water • Exits, E.A.P. |
| Determine Menu | <ul style="list-style-type: none"> • Allergy considerations • Appropriate amount • Appropriate for competition • Nutrition considerations • Refreshments during competition - fruit, water • Food storage • Safe serving area |
| Obtain volunteers | <ul style="list-style-type: none"> • Police check completed when appropriate • Orientation completed, written job description • Adequate numbers • Adequate male/female ratio |
| Obtain Officials | <ul style="list-style-type: none"> • Qualified • Orientation • Written job descriptions |
| Divisioning\Seeding | <ul style="list-style-type: none"> • Accurate qualifying times/scores submitted in accordance with Provincial policy • All levels of age and ability • Seed according to ability • ADAPT |
| Venue Safety Check | <ul style="list-style-type: none"> • Checklist of possible hazards • Fire safety checklist • Access to phone • Attending facility manager • Adequate, accessible washrooms • Accessibility • Safe spectator area • Safe athlete staging and viewing area • Obstructions to playing surfaces |

| PLANNING STAGE | RISK MANAGEMENT CONSIDERATIONS |
|-----------------------------|--|
| Equipment Safety Inspection | <ul style="list-style-type: none"> • Coaches check of athletes equipment • Check of venue site equipment • Equipment standards checklist • Knowledgeable/technical person • All necessary equipment available |
| At the Competition | <ul style="list-style-type: none"> • Coach supervision • Food, water, environmental considerations • Venue safety • Medication requirements • Coach/athlete ratio • Security |
| Banquet (if applicable) | <ul style="list-style-type: none"> • Food considerations • Supervision • Transportation • Alcohol policy • Security |

**COMPETITION HOST COMMITTEE
 JOB DESCRIPTIONS**

The following are brief descriptions of the duties of a hosting committee. The reality of hosting most Special Olympics competitions is that much of the responsibilities will fall on a small number of people. Therefore, depending on the size of your competition and how many reliable committee members you can recruit, many jobs may have to be combined. Obviously, the more help that you can find, the better the competition should be. However, often for invitational competitions, the host club's coach will handle most of, if not all of the planning responsibilities. This is not the ideal situation, but it can be accomplished.

Competition Host

- Responsible for overall operation of the competition and organizing committee. Ensure that all members are aware of their responsibilities and time deadlines.
- Prepare competition budget.
- Liaise with Community Council where applicable.

Volunteer Coordinator

- Works to establish volunteer needs.
- Develop volunteer recruitment campaign.
- Host volunteer orientation (if possible).
- Responsible for volunteer recognition.
- Liaise with Community Volunteer Coordinator where applicable.

Fundraiser

- Responsible for planning and implementing fundraising plan for competition.
- Look for local sponsorship for the tournament.
- In-kind contributions of facilities and equipment.
- Donations of lunch, water, refreshments.

Registration Coordinator

- Responsible for compiling and distributing registration packages.
- Disseminate information to appropriate committee members.
- Assemble Coaches Package that can be delivered with registration confirmation or on day of event.
- Register athletes and coaches upon arrival.

Meals

- Arrange for provision of nutritious meals, snacks and refreshments during the competition
- Recommend adequate accommodation options in the area, if needed.

Sport Technical

- Knowledge of rules and regulations of Special Olympics sports.
- Secure necessary equipment and facilities.
- Attain necessary officials.
- Set up competition schedule.
- Place athletes in competition divisions.

Awards and Ceremonies

- Brief opening and closing ceremonies.
- Acquisition and distribution of all awards.

Public Relations (if possible)

- Coordinate overall promotion and publicity for the competition.
- Responsible for all media relations.

Registration Package Checklist

The registration package MUST include the following information.

NECESSITIES

- Date
- Time
- Location (include map)
- Registration Cost and Late Fee
- Contact Person
- Entry Form (including athlete's name, age, gender, SOO Registration number, events entered)
- Registration Deadline Date
- Conditions of Competition
- Special Olympics Ontario Sport Specific Rules
- Schedule of event
- Check-in Procedures
- Meal information

OPTIONAL

- Sport Governing Body Rules: where to find them, brief summary of most common rules.
- Divisioning Documentation
- Accommodation recommendations (if applicable)

Divisioning Process

Special Olympics divisions athletes on the basis of ability. This process outlines the most equitable competition environment for all Special Olympics athletes

Individual Sports

Step 1: Divide by Gender

Step 2: Divide by Age using three age groupings: 21 and under; 22-39; 40 and over

Step 3: Divide by Ability

The recommended maximum performance difference between athletes in a division is 25%.

Step 4: Divide number of athletes registered in an event

For 3 or more athletes:

Place athletes into division no less than 3, no more than 8

If you have more than 8 athletes in a division reduce the performance percentage to produce new ability groupings – 5% at a time is suggested. For example an ability group could be reduced to 20% difference in performance to create two ability groupings

For 2 Athletes entered into an event:

Athletes would compete against each other as long as their abilities are within 25% otherwise they would compete against self

For 1 athlete entered into an event

An athlete would compete against their own seeded time in the event. If they are competing against their own seeded time medals would be awarded as follows

Gold Medal: Final performance is better than the seeded performance

Silver Medal: Final performance is the same as or less than the seed performance by 10%

Bronze Medal: Final performance is less than the seed performance by 11-25%

For events that are not seeded the athlete would be awarded a gold medal

Divisioning for Judged Sports

Step 1: Divide by gender

Step 2: Divide by ability, using predetermined levels of ability as outlined in sport rules

Step 3:

Figure Skating

If there are more than 8 competitors in a level, athletes will be seeded by ability using their element scores

Rhythmic Gymnastics

If there are more than 8 competitors in a level a divisioning round will be run. Athletes will be placed in their final division according to their scores.

Divisioning For 10 Pin Bowling

- i. Events shall be divisioned by ability rather than age or gender.
- ii. Classification for divisioning will be based upon no more than 8 competitors/teams division.
- iii. For competition, there must be a minimum of 3 entries in any one event.
- iv. Handicapping for 10-Pin Bowling events will be 90% of the difference between the participant's entering average and the scratch score of 180.

NOTE: If a bowler has an average better than 180, then the number 180 can be adjusted.

- v. When establishing divisions for competition...
 - a) Individuals will be placed into categories based on their average.
 - b) Doubles teams will be placed into divisions based upon the bowlers' combined averages.
 - c) Teams will be placed into divisions based upon the bowlers' combined averages.
- vi. An individual athlete may or may not be assigned to the same division for the individual, doubles team and team competitions.
- vii. Divisions will be established by the tournament director in consultation with the National Office. Divisions shall not be protested.

Divisioning for Team Sports

Step 1: Divide by Ability

SPECIAL OLYMPICS ONTARIO COMPETITION EVALUATION

SPORT:

LOCATION OF COMPETITION: _____

DATE: _____

PLEASE RATE THE FOLLOWING CATEGORIES ON A SCALE OF 1 (NOT AT ALL) TO 5 (COMPLETELY). IF A CATEGORY IS RANKED LOW PLEASE INCLUDE RATIONALE IN THE COMMENT SECTION.

- | | | | | | |
|--|---|---|---|---|---|
| 1. Was the competition date scheduled enough in advance for your club to properly prepare? | 1 | 2 | 3 | 4 | 5 |
| 2. Was the pre-event information received in adequate time to prepare for the event? | 1 | 2 | 3 | 4 | 5 |
| 3. Was the pre-event information comprehensive, including rules, schedule of events? | 1 | 2 | 3 | 4 | 5 |
| 4. Was a coaches meeting held to detail all changes, review rules, etc.? | 1 | 2 | 3 | 4 | 5 |
| 5. Was there an opportunity to ask questions and clarify concerns? | 1 | 2 | 3 | 4 | 5 |
| 6. Was there an Opening Ceremonies with marshalling of athletes and reciting of the Oath? | 1 | 2 | 3 | 4 | 5 |
| 7. Did the competition start on time and stay on schedule? | 1 | 2 | 3 | 4 | 5 |
| 8. Was there enough time allowed for the competition? | 1 | 2 | 3 | 4 | 5 |
| 9. Team Sport - Was there a seeding round to place teams in their proper competition level? | 1 | 2 | 3 | 4 | 5 |
| 10. Individual Sports - Was divisioning of athletes, into competitive heats, fair and equitable? | 1 | 2 | 3 | 4 | 5 |
| 11. Was there a formal protest procedure? | 1 | 2 | 3 | 4 | 5 |
| 12. Was the facility adequate for the needs of the competition? | | | | | |
| 13. Was the facility accessible and identifiable? | | | | | |
| 14. Were the officials competent and consistent in their application of rules? | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 | 5 |
| 15. Were the officials easily identifiable? | | | | | |
| 16. Was there adequate time for the athletes to warm up and cool down? | | | | | |
| 17. Were adequate safety precautions taken? | | | | | |
| 18. Was adequate medical personnel available? | | | | | |
| 19. Were nutritious refreshments available during competition? (water, fruit, juice) | | | | | |

20. Were meals served compatible with sport competition? 1 2 3 4 5
21. Were results accurate and posted during the competition? 1 2 3 4 5
22. Was there a Closing and awards presentation? 1 2 3 4 5
23. Were the accommodations adequate? 1 2 3 4 5
24. Were results received by each Community/Coach after the event? 1 2 3 4 5

Comments:

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5

1 2 3 4 5
