



20 STEPS TO SUCCESSFUL COMPETITION PLANNING

- 1 • **Deciding to Host**
• Confirm with *SOA* that the proposed competition fits within *SOA*'s competition calendar
- 2 • **Establish Local Organizing Committee**
- 3 • **Negotiate the Facility Rental Contract**
- 4 • **Development of a Competition Budget**
- 5 • **Competition Invitation and Intent to Participate**
• Submit to *SOA* for posting and distribution to *Affiliates*
- 6 • **Apply For Competition Sanction**
• Submit *SOA*'s *Competition Sanction Application Form*
- 7 • **Finalize the Registration Package**
• Submit to *SOA* for posting and distribution to *Affiliates*
- 8 • **Law Enforcement Involvement**
- 9 • **Order Awards**
- 10 • **Organize Competition Officials and Competition Day Volunteers**
- 11 • **Confirm Venue and Emergency Action Plans**
- 12 • **Procure Competition Equipment**
- 13 • **Competition Divisioning**
- 14 • **Produce all Paperwork**
- 15 • **Confirm Officials**
- 16 • **Venue Set-up and Volunteer Registration**
- 17 • **Athlete and Coach Registration**
- 18 • **Competition Execution and Results**
• Submit results of *Provincial Qualifiers* to *SOA*
- 19 • **Wrap-Up**
- 20 • **Sanctioned Competition Post-Event Report**
• Complete *SOA*'s *Sanctioned Competition Post-Event Report*

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