



Competition Hosting Guide: 5 Pin Bowling

Special Olympics
Alberta





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INTRODUCTION

This resource is intended to be used in conjunction with [Special Olympics Alberta's Competition Hosting Guide](#). It will focus on considerations specific to Bowling.

In its Long-Term Athlete Development model, it is identified that Special Olympics must ensure that all athletes of all abilities are challenged to be the best that they can be using a fair and meaningful system of competition.

Competition is an important part of the sport experience for all athletes. LTAD recognizes this and the importance of a competition schedule that reflects the needs and interests of athletes in different sports and stages. Generally, in the Active Start and FUNdamentals stages, participants are neither training nor competing formally, but are focusing on establishing basic skills and having fun. As athletes move to subsequent stages, training and competition become more formalized and there is a need to balance the ratio of training to competition; that is, number and level of competition.

The meaning of competition will vary by age, sport, and LTAD stage. It may serve different purposes for some athletes, especially those in FUNdamentals and Learning to Train where fun, fitness, basic sport skills, experience, and participation are the main goals of recreational competition. For others, such as those in Training to Compete and Training to Win, optimizing potential and achieving world-class standards may be the aim.

Special Olympics Alberta's athletes reside across the province. Some reside in rural communities, others in urban centres. Alberta's athletes range from Active Start to Training to Win, which means that there diversity in the need for competitions.

Nearly every community in Alberta has the capacity to host a 5 Pin Bowling tournament for Special Olympics. The **TYPE** and **LEVEL** of competition that can be hosted will vary across communities, but **EVERY** competition can be meaningful. As cited in the Long-Term Athlete Development model,

"Without competition, Special Olympics would lose the essence of what separates 'participation' from skill acquisition and success. While involvement in sport may be praiseworthy, competition pushes our athletes towards achieving bigger goals and greater confidence."

- Glenn MacDonell, President & CEO, Special Olympics Ontario



IDENTIFYING THE TYPE OF COMPETITION TO HOST

Special Olympics Alberta oversees the sanctioning of the following types of competitions:

- Invitationals:** Competitions organized by Affiliates where the Affiliate is responsible for extending invitations directly to those it wishes to invite.
- Opens:** Competitions organized by Affiliates where the competition is open to athletes from any Affiliate.
- Provincial Qualifiers:** Competitions that serve to qualify athletes to compete at the Special Olympics Alberta Summer or Winter Games.
- Unified:** Unified Sport brings together people with and without intellectual disabilities on the same team.

Consider... **What** levels of athlete do you want to participate in the event?

- Is the intention to invite Affiliates in close proximity for a morning, afternoon or evening event? If so, consider hosting an Invitational.
- Do you hope to have participation from different parts of the province? If so, consider hosting an Open.
- Are you hosting a competition for the purpose of qualifying athletes to participate in the next Provincial Games and are prepared to host all events in accordance with the Official Special Olympics Canada Rules for 5 Pin Bowling? If so, consider hosting a Provincial Qualifier.
- Are there fewer athletes in your area to participate or do you want to foster understanding of Special Olympics competition? Consider a [Unified Sports](#) competition!

Consider... **Where** will you be hosting your event?

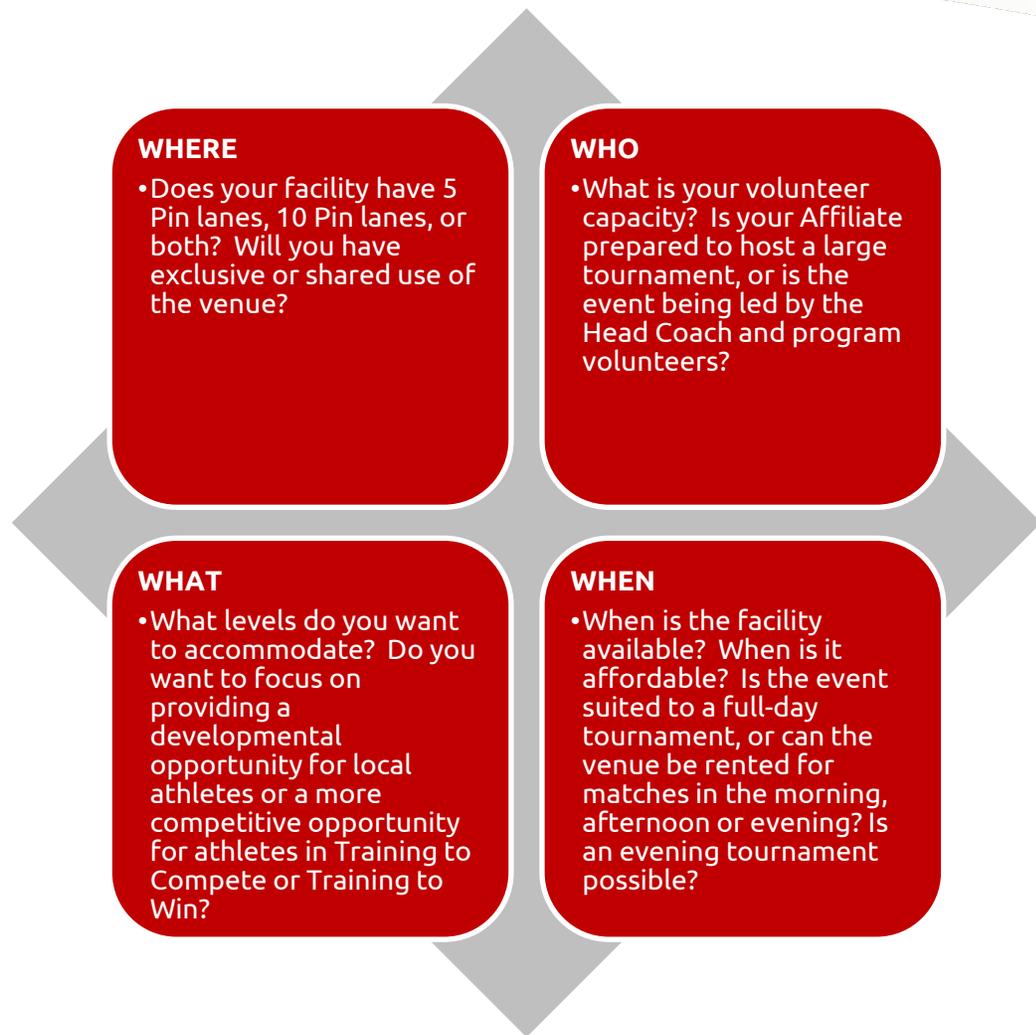
- Does your venue event the requirements in the Official Sport Rules for Bowling, or will modifications to the rules be needed to accommodate the facility?
- Will indoor or outdoor spaces be used?

Consider... **Who** are your volunteers and what is your volunteer capacity?

- Do you have the human capacity to operation a Bowling tournament open to any athlete?
- Do you have enough volunteers for a limited tournament inviting a few close Affiliates?
- Would an evening event be possible to organize by a coach and volunteers?

Consider... **When** are you able to organize a tournament?

- Can your volunteers organize a 2-hour friendly event with a limited number of athletes?
- Do your volunteers have the time to organize a full-day tournament?
- When is it most affordable to host?
- When are volunteers most likely to be available?



Customize the event you are hosting to the limitations of your venue and volunteer capacity, and consider targeting specific events levels of development in the hosting of events.

OFFICIAL EVENTS

- Singles (one player)
- Team Competition (five players)

Affiliates may choose to only offer only some events. Only Provincial Qualifiers are required to offer all events.



RULES

[Special Olympics Canada Official Sport Rules](#) must be followed for all Provincial Qualifiers, but may be adapted for other types of competition provided that safety is maintained.

REGISTRATION

Special Olympics Alberta has produced competition invitation and intent to participate forms, electronic registration forms and other resources for competition hosts, which can be accessed [here](#).

[Registration forms for 5 Pin Bowling](#) are available for download, customization and circulation. Please note that these forms are not intended to be printed, but rather used as a means of collecting information electronically and avoiding manual entry of registration information. None of the fields are locked or restricted, enabling the event organizer to modify the form as needed to align with the intentions of their competition.

DIVISIONING PROCESS

When determining divisions for Invitational or Open tournaments, the following steps are used:

1. Sort athletes from Lowest Average to Highest Average.
2. Ensure a minimum of 3, maximum of 8 athletes per division. For Invitational or Open Tournaments the recommendation is 6 athletes per division.
3. Athletes with the same average need to be kept in the same division.
4. Wherever possible, there shouldn't be more than a 25% differential between averages in the same division.

When determining divisions for a Provincial Qualifier, the following steps are used:

1. Separate athletes by gender.
2. Sort athletes in each gender from lowest average to highest average.
3. Ensure you have a minimum of 3, maximum of 8 athletes per division (Start with the highest average and work towards the lowest average). For a Provincial Qualifier, you want as many divisions of 8 as possible.
4. Athletes with the same average need to be kept in the same division.
5. Whenever possible, there shouldn't be more than a 25% differential between averages in the same division. For the lowest division, this may not be achievable. There needs to be a minimum of 3 athletes in a division and this could exceed 25%.

VENUE



The Bowling venue should be designed to keep non-competing athletes out of competitive areas. Experience has shown that keeping the field of play free of spectators and non-competing athletes will greatly aid the progress of the competition.

EQUIPMENT CHECKLIST

The equipment needed will vary according to the events being held within the competition. The following list suggests equipment to consider having onsite:

- Computer and printer (if required for Provincial Qualifiers to print post-divisioning schedules)
- Printer paper
- Ribbons
- Bowling balls (provided by centre)
- Bowling shoes (provided by centre)
- Scoresheets (one per division)
- Calculators (1 per lane)
- Towels (1 per lane)
- Water Station
- PA System (Generally within venue)

COACHES MEETING / SAMPLE AGENDA

- Review scratches and ensure that changes are communicated to the Results Coordinator.
- Review schedule and venue layout map.
- Discuss tournament and awards procedures with the coaches, ensuring that each understand how the event is to be run.
- Answer questions.

SAMPLE DAY OF AGENDA

- 1. Pre Competition Preparation**
 - Competition Host creates final draft of tournament schedule.
 - Request help from 3-4 volunteers as needed.
- 2. Committee Arrival for Set-Up** **7:30 a.m.**
 - 3 to set up volunteer room/statistics room.
 - 3 to set up volunteer check in/registration: t-shirts, volunteer forms and name tags.
- 3. Competition Volunteers Arrival** **8:15 a.m.**
 - Directed to volunteer room to drop of stuff, pick up t-shirts, name tags and fill out volunteer forms.
- 4. Team Arrival & Registration** **8:15 a.m.**
 - Teams are directed to the change rooms, coaches to sign in at the registration table and pick up packages.
 - As spectators arrive they are to be informed about the spectator seating.
- 5. Team Warm Ups Begin** **8:30 a.m.**



- Teams can utilize the lane space to stretch and warm-up.
- 6. Registration Table Closes** **8:45 a.m.**
 - Volunteer to bring scratches and forms to statistics room.
- 7. Coaches Meeting** **8:45 a.m.**
 - Held by the Competition Host.
- 8. Warm Up Complete** **9:00 a.m.**
- 9. Opening Ceremonies** **9:02 a.m.**
 - Athletes to parade in by teams and lead onto field by volunteer.
 - Choose an athlete to perform Athletes Oath.
- 10. First Ball is thrown** **9:15 a.m.**
- 11. Pick up Lunch** **11:00 a.m.**
 - Volunteer to pick up and 2-3 volunteers to sort as needed.
- 12. Serve Lunch** **11:30 a.m.**
 - Volunteer to deliver to each team.
- 13. End of Competition** **3:00 p.m.**
 - Volunteer or sponsor to present ribbons.
- 14. Tear Down** **3:05 p.m.**

SAMPLE SCORESHEETS

[Sample scoresheets](#) are available. These are fully customizable.

JOB DESCRIPTIONS: OFFICIALS

JUDGE OF PLAY

Qualifications:

- Experience acting as a Judge of Play and/or an official at 5 Pin Bowling Tournaments - Generic or Special Olympics.

Responsibilities

- Responsible for recruiting and training all scorekeepers, lane monitors and results volunteers.
- Serve as the lead of the Sport Rules.
- Responsible for ensuring that the tournament is run in accordance with the official rules of Special Olympics Canada and C5PBA.



SCORERS (1 PER LANE)

Qualifications

- Experience scorekeeping at Bowling Tournaments - Generic or Special Olympics.

Responsibilities

- Responsible for recording the score for the lane in which they are stationed.

LANE MONITORS (1 PER LANE)

Qualifications

- Experience officiating at Bowling Tournaments - Generic or Special Olympics.

Responsibilities

- Responsible for monitoring play on the lane in which they are stationed.
- Ensure bowlers are bowling in the correct order.
- Responsible for notifying the Head Official should a violation occur.

RESULTS COORDINATOR (NUMBER DEPENDING ON THE SIZE OF TOURNAMENT)

Qualifications

- Experience scorekeeping at Bowling Tournaments - Generic or Special Olympics.

Responsibilities

- Responsible for verifying game scores and the posting of unofficial and official results.

SAFETY

The safety of the Special Olympics athlete must be the first priority in staging any competitive event. Set up the venue and design the flow of athletes to ensure safety.

Competition organizers are encouraged to consider the needs for having qualified medical personnel at the venue site. Having onsite medical personnel is encouraged for all competitions, particularly larger-scale events. This may include St John's Ambulance, Emergency Medical Technicians (EMTs), Registered Nurses, Medical Doctors, Physiotherapists, Paramedics, etc.

AWARDS

All competitors may be awarded participation ribbons with the top-3 entries in each division receiving 1st, 2nd and 3rd place awards accordingly.

Ribbons are provided by Special Olympics Alberta and can be requested with the submission of the sanction request.