



# Competition Hosting Guide: Athletics Mini Meets

**Special Olympics**  
Alberta





## CONTENTS

Introduction	3
Identifying the Type of Competition to Host	4
Mini Meet Events	4
Registration	5
Divisioning Process	5
Equipment Checklist	6
Coaches Meeting Sample Agenda	6
Officials	6
Safety	7
Awards	8
Athletics Alberta Resources	8
Event Flow: Running Long Jump	9
Event Flow: Standing Long Jump	10
Venue Layout - Track Events	11
Printable Heat and Scoresheets	12



## INTRODUCTION

Athletics offers athletes a wide range of experiences and opportunities. It includes the mastery of several fundamental movement skills including running, jumping, throwing and wheeling. Track and field meets provide valuable opportunities for athletes to exhibit and contest their mastery of these skills.

This resource is intended to be used in conjunction with [Special Olympics Alberta's Competition Hosting Guide](#) and is a condensed version of SOA's Athletics Hosting Supplement.

### Why introduce Mini-Meets?

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. 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. Despite the benefits of competition, there is often only been a single annual competitive opportunity for Special Olympics athletes in Athletics. Special Olympics Alberta has struggled to identify athletes to represent Alberta at the Canada Summer Games and Western Canada Summer Games – two amazing opportunities for athletes to train, travel, and belong to a team with generic teammates.

Hosting full athletics competitions require significant resources and volunteer capacity. The Mini Meet concept offers competitive opportunities that require less organization and a more flexible venue – anywhere that athletes can run and jump safely!

Every community in Alberta has the capacity to host an Athletics Mini Meet. The **TYPE** and **LEVEL** of competition that can be hosted will vary across communities, but **EVERY** competition can be meaningful!



## IDENTIFYING THE TYPE OF COMPETITION TO HOST

Special Olympics Alberta suggests that Mini Meets be either Invitational or Open competitions. Mini Meets do require sanctioning by Special Olympics Alberta.

**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.

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

- Is the intention to invite Affiliates in close proximity for a morning, afternoon or evening meet? If so, consider hosting an Invitational.
- Do you hope to have participation from different parts of the province? If so, consider hosting an Open.

### Consider... **Where** will you be hosting your meet?

- Mini Meets are intended to be flexible in their design. As long as the course is fair for all competitors, athletes may run on any safe surface. Consider the venues available in your community. An official track is not required.
- The events that are suggested for Mini Meets include running and standing long jump. These can be included or excluded, and sand pits are not required as long as the athletes are participating on safe surfaces.
- It is strongly recommended that the surface type be communicated to interested Affiliates prior to registration.

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

- Mini Meets are intended to require a limited number of volunteers, with volunteers playing multiple roles.

### Consider... **When** are you able to organize a meet?

- Mini Meets are designed to occur in an evening when Affiliates are able to take advantage of the longer daylight hours.

## MINI MEET EVENTS

Affiliates hosting Mini Meets may choose the events that will be offered. The following events are suggested for Mini Meets:

- 50m
- 100m
- 200m
- 400m
- Running Long Jump
- Standing Long Jump

For a full list of events, please see the [Special Olympics Canada Official Sport Rules](#).



## 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 Athletics](#) (both full meet and Mini Meet) 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

Step 1: Divide by gender.

Step 2: Divide by age (21 and under, 22 to 39, 40 and over). If there are not enough athletes in an age group to create meaningful competition, age groups may be combined.

Step 3: Divide by ability. Proceed on the premise that the recommended performance difference between athletes in a division is 25%.

Step 4: Divide number of athletes registered in an event.

### FOR THREE OR MORE ATHLETES:

- Place athletes into division of no less than three, no more than eight.
- If you have more than eight 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 TWO ATHLETES ENTERED INTO AN EVENT:

- Athletes would compete against each other providing they are of the same gender.

### FOR ONE ATHLETE ENTERED INTO AN EVENT:

- An athlete would compete against their own divisioning time in the event. If they are competing against their own divisioning 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.





## 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:

Starting signal	First aid supplies
Stopwatches	Office supplies
Whistles	<a href="#">Rulebook</a>
Measuring tapes	Access to water for athletes
Rakes	Starting blocks (optional)
Shovels	Flags for officials (optional)
Brooms	Competitor numbers (optional)
Clipboards	Safety pins (optional)
Event heat sheets	Finish line ribbon (optional)
Event schedules	
Results sheets	
Emergency Action Plan	

## COACHES MEETING SAMPLE AGENDA

- Review scratches and make sure officials are aware of changes.
- Distribute athlete numbers (if being used).
- Review rules regarding disqualifications.
- Discuss marshaling, competition and awards procedures with the coaches, ensuring that each understand how the meet is to be run.
- Answer questions.

## OFFICIALS

The roles of Meet Officials in Mini Meets are limited and are intended to be performed by volunteers and coaches who may have little training as Meet Officials. Multiple roles can be held by the same volunteer. Coaches may fill volunteer roles as needed.

### MEET REFEREE

- Responsible for enforcing all rules and official decisions, and shall decide all questions concerning the actual conduct of the meet
- Chair the Sport Rules Committee
- Make final decision as to athlete eligibility
- Responsible for calling the name, number and lane of the competitor taking part in each event, and all other relevant information
- Responsible for calling athletes to marshaling based on the event order provided by the Competition Coordinator
- Recruit and trains all officials
- Ensures that each event is safely and correctly set-up



### **MARSHALS (2-4)**

- Responsible for registering athletes as they enter the staging area and marshalling them to the start line where the athletes are ordered

### **STARTER - TRACK**

- Has full control of the competitors from the time they are handed off by the Marshall until the event commences.
- Responsible for judging whether or not any competitor has gone over his/her mark.
- Sole responsibility for warning and disqualification made at the starting line, and false starts.

### **FINISH LINE COORDINATOR - TRACK (MAY ALSO SERVE ROLE AS TIMER)**

- Responsible for ensuring that all Timers are ready to perform their assigned duties
- Responsible for ensuring that the finish line area is free of unauthorized personnel
- Responsible for notifying the Starter that the next race can begin

### **TIMERS - TRACK (8)**

- Responsible for timing the competitors according to their finish order
- Responsible for picking the correct order of finish
- Responsible for recording the athletes' times and placements on the results sheet
- Responsible for monitoring the track lanes and identifying lane violations
- Identify any lane infractions by raising a red flag
- Responsible for reporting any violations at the completion of each heat

### **MARKERS/MEASURERS – RUNNING/STANDING LONG JUMP**

- Responsible for all foul violations at the take-off area
- Responsible for marking the landing point of each jump
- Responsible for placing and reading the measuring tape
- Responsible for preparing the pit prior to the start of the event and grooming the pit after each jump

## **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.

Outdoor athletic events require shaded and protective areas for athletes, coaches and volunteers. Water should be readily accessible to all participants. Precautions must be taken to avoid heat exhaustion among participants.



## AWARDS

All competitors may be awarded participation ribbons with the athlete obtaining the fastest, second fastest and third fastest times in each gender, event and division receiving 1st, 2nd and 3rd place awards accordingly.

For example: The fastest, second fastest and third fastest athlete in the following divisions would receive 1st, 2nd and 3rd place awards accordingly.

Event - 100m  
Gender - Female  
Division - 1

Event - 100m  
Gender - Female  
Division - 2

Event - 100m  
Gender - Female  
Division - 3

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

## ATHLETICS ALBERTA RESOURCES

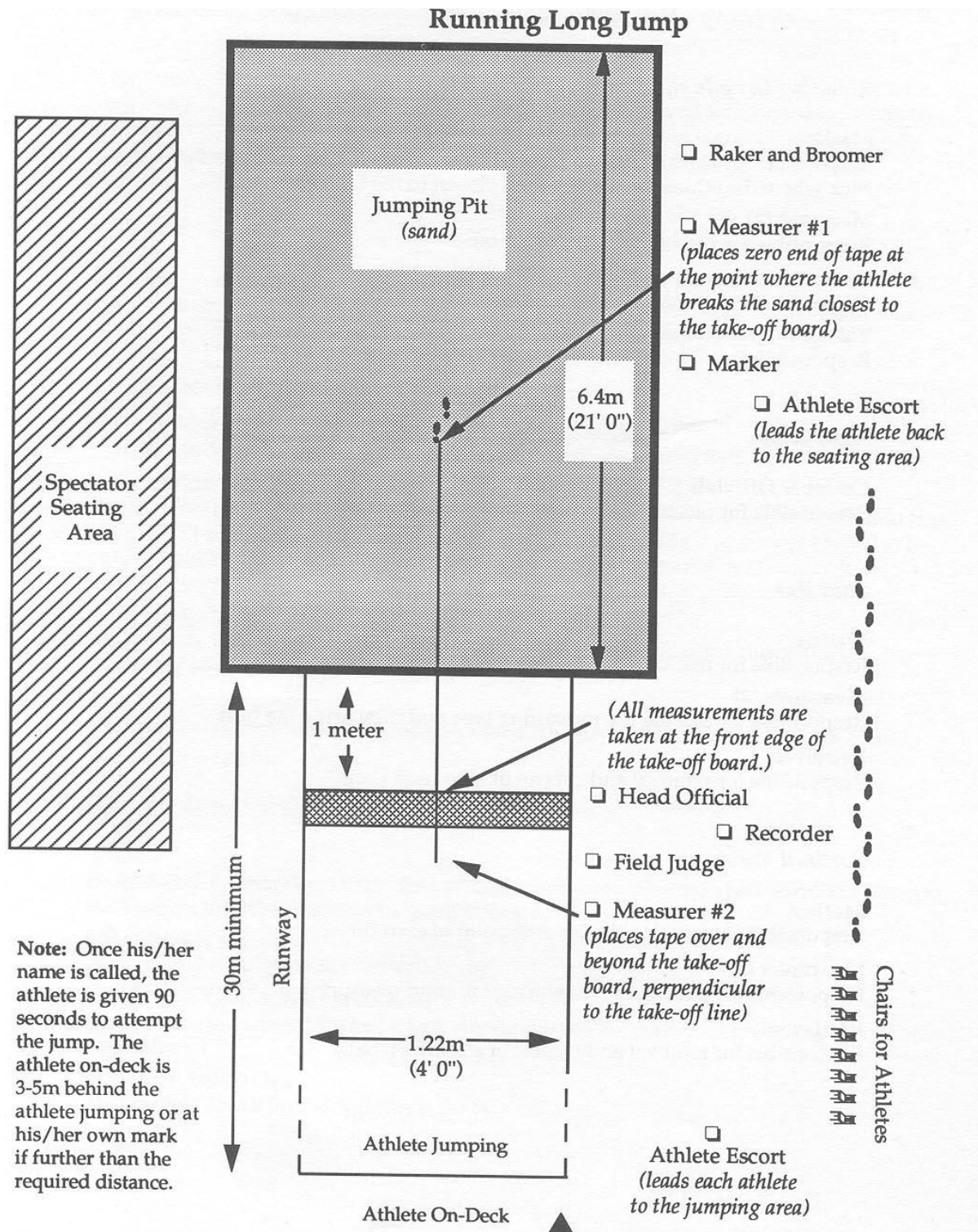
Athletics Alberta has many resources available on their [website](#) to assist the organizers of track and field meets:

- [Alberta Athletics Meet Directors Handbook](#)
- [EventKit Rentals](#)
- [Facility Notes and Diagrams, meet document templates, and more!](#)





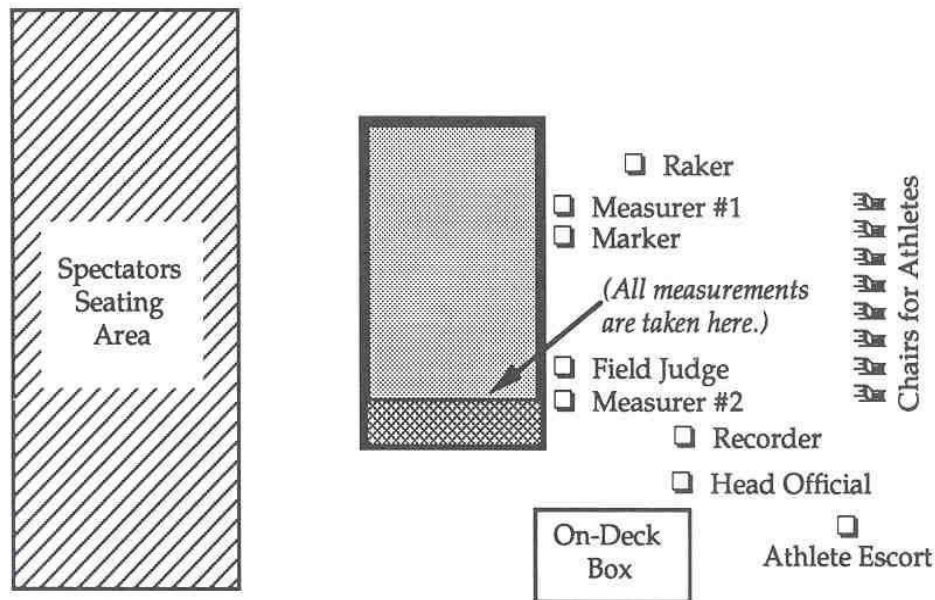
## EVENT FLOW: RUNNING LONG JUMP





## EVENT FLOW: STANDING LONG JUMP

### Standing Long Jump



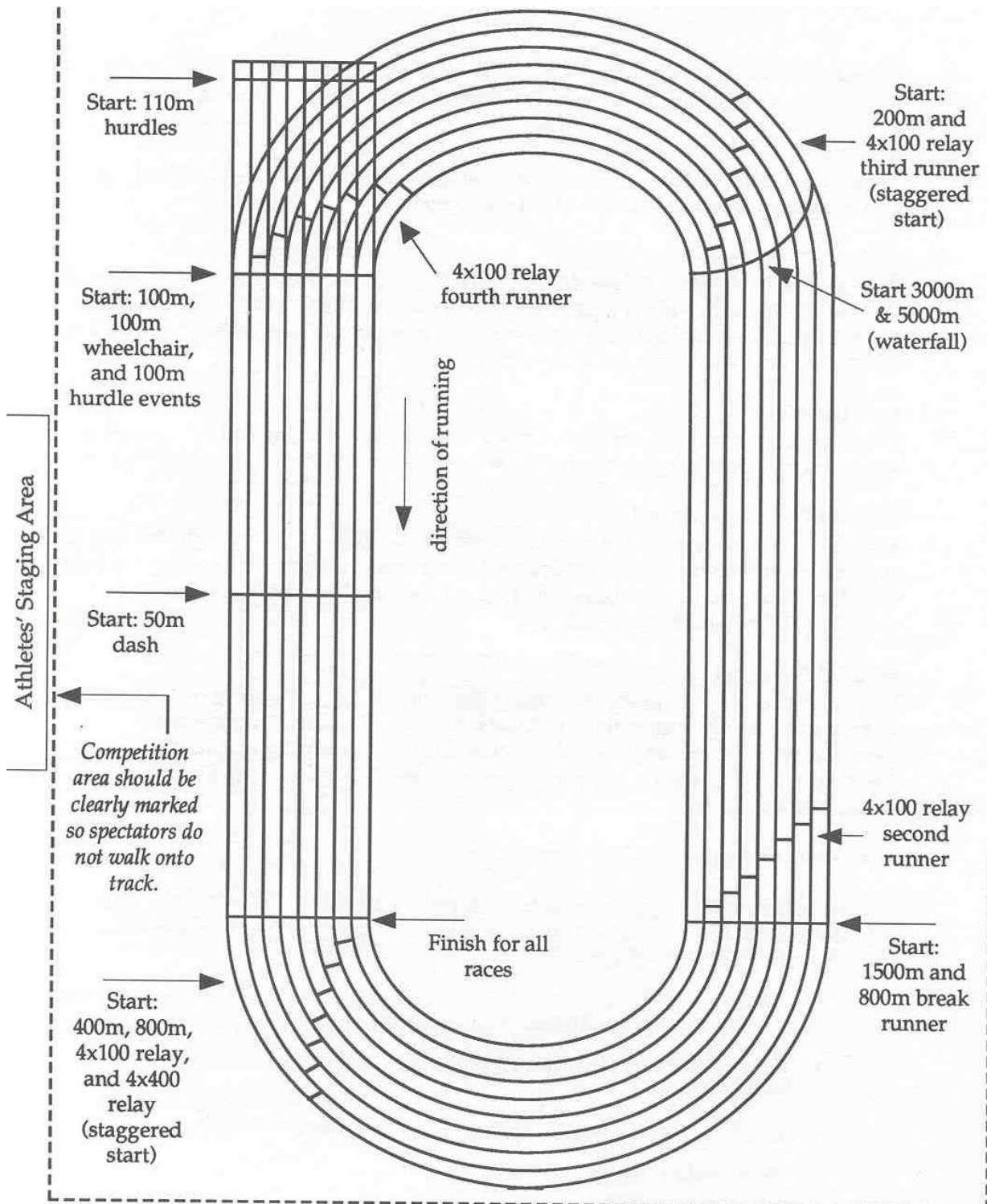
#### Event Flow

1. The Head Official oversees all Standing Long Jump areas.
2. Once his/her name is called, each athlete is given 90 seconds to attempt a jump.
3. The Field Judge verifies each jump by raising a white flag for a legal jump or a red flag for a foul.
4. The Marker enters the pit after each jump and marks the landing point with a stick at the first break of the sand closest to the take-off board.
5. Measurer #1 enters the landing pit and positions the zero end of the tape at the stick placed by the Marker.
6. Measurer #2, located at the take-off area, pulls the tape taut and perpendicular to the take-off line.
7. The Field Judge reads the distance; the Recorder records the distance.
8. The Escort leads the athlete from the landing area to the chairs and escorts the next athlete to the jumping area.





## VENUE LAYOUT - TRACK EVENTS





## ATHLETICS HEAT SHEETS

**EVENT:** \_\_\_\_\_ **EVENT NUMBER:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**GENDER:** MALE      FEMALE      (CIRCLE)

**AGE GROUP:** \_\_\_\_\_

LANE	ATHLETE'S NAME	BIB #	AFFILIATE	TIME	PLACE
1					
2					
3					
4					
5					
6					
7					
8					

**OFFICIAL SCORER:** \_\_\_\_\_



## ATHLETICS FIELD EVENT SCORESHEETS

**EVENT:** \_\_\_\_\_ **EVENT NUMBER:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**GENDER:** MALE FEMALE (CIRCLE)

**AGE GROUP:** \_\_\_\_\_

ORDER	ATHLETE'S NAME	BIB #	AFFILIATE	#1	#2	#3	BEST ATTEMPT	PLACE
1								
2								
3								
4								
5								
6								
7								
8								

**OFFICIAL SCORER:** \_\_\_\_\_