



Competition Hosting Guide: Athletics

Special Olympics
Alberta





CONTENTS

Introduction	3
Identifying the Type of Competition to Host	4
Official Events	5
Rules	6
Registration	6
Divisioning Process	6
Venue	7
Equipment Checklist	7
Coaches Meeting / Sample Agenda	7
Athletics Alberta Resources	8
Job Descriptions: Primary Officials	9
Job Descriptions: Secondary Officials - Track Events	10
Job Descriptions: Secondary Officials - Field Events	12
Job Descriptions: Standing / Running Long Jump Volunteers	13
Job Descriptions: High Jump Volunteers	13
Job Descriptions: Shot Put Volunteers	13
Safety	14
Awards	14
Guidelines for a Successful Event Flow	15
Event Flow: Running Long Jump	16
Event Flow: Standing Long Jump	17
Event Flow: Shot Put	18
Event Flow: High Jump	19
Venue Layout - Track Events	20
Printable Heat and Scoresheets	21



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 Athletics.

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 is diversity in the need for competitions.

Every community in Alberta has the capacity to host an Athletics competition 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. |

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.
- 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 Athletics? If so, consider hosting a Provincial Qualifier.

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

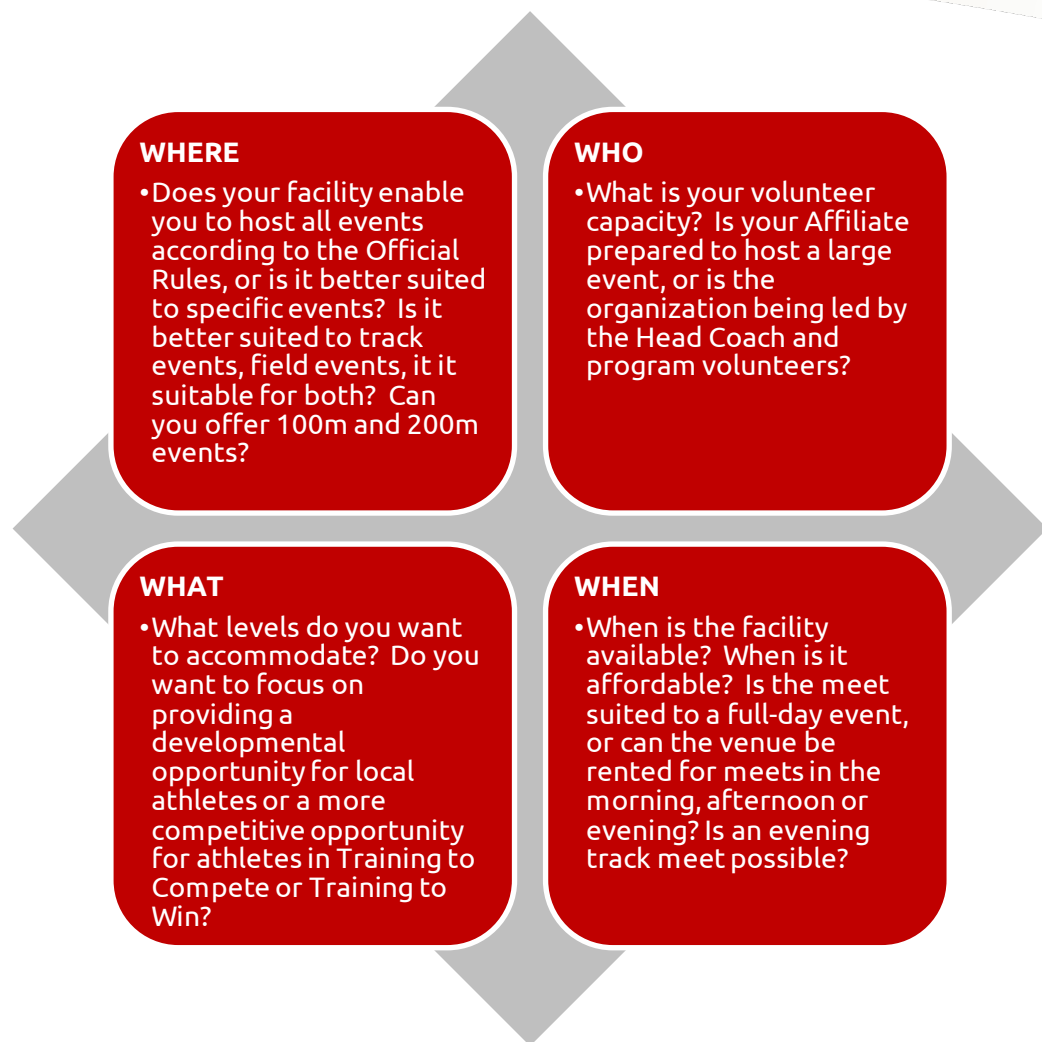
- Does your venue meet the requirements in the Official Sport Rules for Athletics, or will modifications to the rules be needed to accommodate the facility?
- Can your venue accommodate some events such as (examples only, consider any combination!):
 - Only short distance track events (i.e. 50m, 100m, 200m, 400m, and/or wheelchair races)
 - Middle and/or long distance track events (i.e. 800m, 1500m, 3000m, 5000m, 10000m)
 - Only jump events (i.e. standing long jump, running long jump, and/or high jump)
 - Only throwing events (i.e. shot put, mini javelin)
 - Hurdles, pentathlon or relays

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

- Do you have the human capacity to operation a full track meet open to any athlete?
- Can your volunteers organize a 3-hour twilight meet with a limited number of events?
- Do you have enough volunteers for a limited meet with only track events and inviting a few close Affiliates?
- Would an evening meet be possible to organize by a coach and volunteers?

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

- Can your volunteers organize a 2-hour twilight meet with a limited number of events?
- Do your volunteers have the time to organize a full-day track and field meet?
- Could an afternoon jumps meet be hosted?
- When is it most affordable to host?
- When are volunteers most likely to be available?



Customize the meet 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

- 50m
- 100m
- 200m
- 400m
- 800m
- 1500m
- 3000m
- 5000m
- 10,000m
- Hurdles
- Running Long Jump
- Standing Long Jump
- High Jump
- Shot Put
- Mini Javelin
- Pentathlon
- 25m Wheelchair Race
- 30m Wheelchair Slalom
- 4x25m Wheelchair Shuttle Relay
- 4x100m Relay
- 4x400m Relay

Affiliates may choose to only offer some of the events as opposed to the full program for Invitational and Open competitions.



RULES

[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](#) 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.



VENUE

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

Alternate indoor facilities should be secured when possible reducing the effects of inclement weather.

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 pistol and shells	Rakes
Batons	Shovels
Stopwatches	Brooms
Whistles	Pens and pencils
Measuring tapes (50m and 100m)	Paper
Lap counter and bell	Clipboards
Starting blocks	Event heat sheets
Hurdles	Event schedules
Flags for officials	High jump mat, bar, and standards
Chairs	Competitor numbers
Tables	Safety pins
Tents	Results sheets
Laptop	Shot puts
Rope (for areas to be separated/secured)	Rule books
Pennant flags (for areas to be separated and secure)	Emergency Action Plans
P.A. system	Office supplies (tape, elastic bands, etc.)
Walkie-talkies	Cones
Awards stand	Finish line ribbon
Water jugs and cups	First aid supplies

COACHES MEETING / SAMPLE AGENDA

- Review scratches, have meet director, Head Marshall, make sure announcer is aware of changes.
- Review schedule and site map.
- Distribute athlete numbers.
- Review rules regarding disqualifications.
- Discuss atlantoaxial dislocation policy.
- Discuss marshaling, competition and awards procedures with the coaches, ensuring that each understand how the meet is to be run.



- Obtain list of relay teams that will be participating, including names and times. Assign teams to specific heats and lanes.
- Answer questions.

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!](#)



JOB DESCRIPTIONS: PRIMARY OFFICIALS

MEET REFEREE

QUALIFICATIONS

- Experience acting as a Meet Referee at prior Athletics competitions (generic or Special Olympics)
- Successfully completed the AB Athletics Level One Officials Certification Program - General

RESPONSIBILITIES

- 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

TRACK REFEREE

QUALIFICATIONS

- Experience acting as a Track Referee and/or senior official at prior Athletics competitions (generic or Special Olympics).
- Successfully completed the AB Athletics Level One Officials Certification Program - General

RESPONSIBILITIES

- Recruit and train all officials for track events
- Responsible for Starting Line Officials
- Marshals, Clerk of Course and Starters
- Responsible for Finish Line Officials
- Finish Line Coordinator, Place Judges, Timers, Umpires and Recorders
- Assigns all track level Stagers and Escorts
- A member of the sport jury in conjunction with the Field and Meet Referees

FIELD REFEREE

QUALIFICATIONS

- Experience acting as a Field Referee and/or senior official at prior Athletics competitions (generic or Special Olympics)
- Successfully completed the AB Athletics Level One Officials Certification Program - General

RESPONSIBILITIES

- Recruit and train all officials for field events
- Ensures that each event is safely and correctly set-up
- Trains and assigns all Head Field Officials, Field Judges, Markers, Measurers, Rakers/Broomers, Recorders and Retrievers
- Trains and assigns all field level Stagers and Escorts



JOB DESCRIPTIONS: SECONDARY OFFICIALS - TRACK EVENTS

MARSHAL (1)

QUALIFICATIONS

- Experience acting as a Marshal and/or official at prior Athletics competitions - Generic or Special Olympic is recommended.

RESPONSIBILITIES

- Responsible for registering athletes as they enter the staging area
- Ensures that athletes are ordered by lane and/or bib number prior to handing off to the Clerk of Course
- Responsible for notifying the Clerk of Course of any no shows at time of marshaling
- The Marshal has full charge of the flow of competitors within his/her venue area

CLERK OF COURSE (1)

QUALIFICATIONS

- Experience acting as a Clerk of Course or Marshal and/or official at prior Athletics competitions (generic or Special Olympics) is recommended

RESPONSIBILITIES

- Responsible for competitors from the primary marshaling area to the start line
- Responsible for insuring that all competitors arrive at the start line in the proper order and in their assigned lanes.
- Notifies the Starter and the Track Referee of any no shows.

STARTER (1)

QUALIFICATIONS

- Experience acting as a Starter and/or Assistant Starter at prior Athletics competitions (generic or Special Olympics) is recommended

RESPONSIBILITIES

- Has full control of the competitors from the time they are handed off by the Clerk of Course 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.

RECALL STARTER (1)

- Positioned at the starting line and responsible for firing the gun in the event of a false start.

FINISH LINE COORDINATOR (1)

QUALIFICATIONS

- Experience acting as a Finish Line Coordinator at prior Athletics competitions (generic or Special Olympics) is recommended

RESPONSIBILITIES

- Responsible for ensuring that all Timers and Finish Line Judges 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 (8)

RESPONSIBILITIES

- Responsible for timing the competitors according to the finish order of the competitor he/she is assigned.

FINISH-LINE JUDGES (4)

RESPONSIBILITIES

- Responsible for picking the correct order of finish

RECORDER (1)

RESPONSIBILITIES

- Responsible for recording the athlete's times and placements on the results sheet

ANNOUNCER (1)

RESPONSIBILITIES

- 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 marshalling based on the event order provided by the Competition Coordinator.

FINISH LINE ESCORTS (4-8)

RESPONSIBILITIES

- Responsible for stopping athletes once the race is completed. These escorts should stand well back from the finish line (approximately 15 meters)
- Responsible for arranging the athletes in the proper lanes until the recording of the finish is complete upon which the athletes will be released to their escorts

HEAT ESCORTS

RESPONSIBILITIES

- Responsible for arranging competitors at the staging area.
- Responsible for assisting the Clerk of Course in escorting athletes to the starting area and to the awards area upon completing of their event.

UMPIRES (TRACK INSPECTORS) (4)

RESPONSIBILITIES

- 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.



JOB DESCRIPTIONS: SECONDARY OFFICIALS - FIELD EVENTS

MARSHAL (1 PER FIELD VENUE)

QUALIFICATIONS

- Experience acting as a marshal and/or official at prior Athletics competitions (generic or Special Olympics) is recommended

RESPONSIBILITIES

- Responsible for overseeing the event to ensure a consistent flow of athletes
- Responsible for ensuring that proper officials and equipment are present

HEAD OFFICIAL (1 PER FIELD VENUE)

QUALIFICATIONS

- Experience acting as a field official at prior Athletics competitions - Generic or Special Olympic is recommended.
- Successfully completed the AB Athletics Level One Officials Certification Program - General

RESPONSIBILITIES

- Responsible for enforcing the rules for a particular venue

FIELD JUDGES (2 PER VENUE)

RESPONSIBILITIES

- Responsible for measuring and judging each valid attempt by each competitor in each field event

ANNOUNCERS (1 PER FIELD VENUE)

RESPONSIBILITIES

- Responsible for calling the name, bib number and local program of each competitor, as well as result information

RECORDERS (1 PER FIELD VENUE)

RESPONSIBILITIES

- Responsible for recording the athletes' names, bib number and results from the event

ESCORTS (2 PER FIELD VENUE)

RESPONSIBILITIES

- Responsible for verification of athletes name and bib number and leading athletes to and from the on-deck area



JOB DESCRIPTIONS: STANDING / RUNNING LONG JUMP VOLUNTEERS

MARKER (1)

RESPONSIBILITIES

- Responsible for marking the landing point of each jump

MEASURERS (2)

RESPONSIBILITIES

- Responsible for placing and reading the measuring tape

WORK CREW (RAKERS AND BROOMERS)

RESPONSIBILITIES

- Responsible for preparing the pit prior to the start of the event and grooming the pit after each jump

TAKE-OFF AREA JUDGE (1)

RESPONSIBILITIES

- Responsible for all foul violations at the take-off area

JOB DESCRIPTIONS: HIGH JUMP VOLUNTEERS

CROSSBAR OFFICIALS (2)

RESPONSIBILITIES

- Responsible for placing the crossbar and watching for fouls

JOB DESCRIPTIONS: SHOT PUT VOLUNTEERS

MARKER (1)

RESPONSIBILITIES

- Responsible for marking the landing point of each throw

MEASURES (2)

RESPONSIBILITIES

- Responsible for placing and reading the measuring of the puts

RETRIEVERS (1)

RESPONSIBILITIES

- Responsible for removal and control of all putted shots



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.

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.

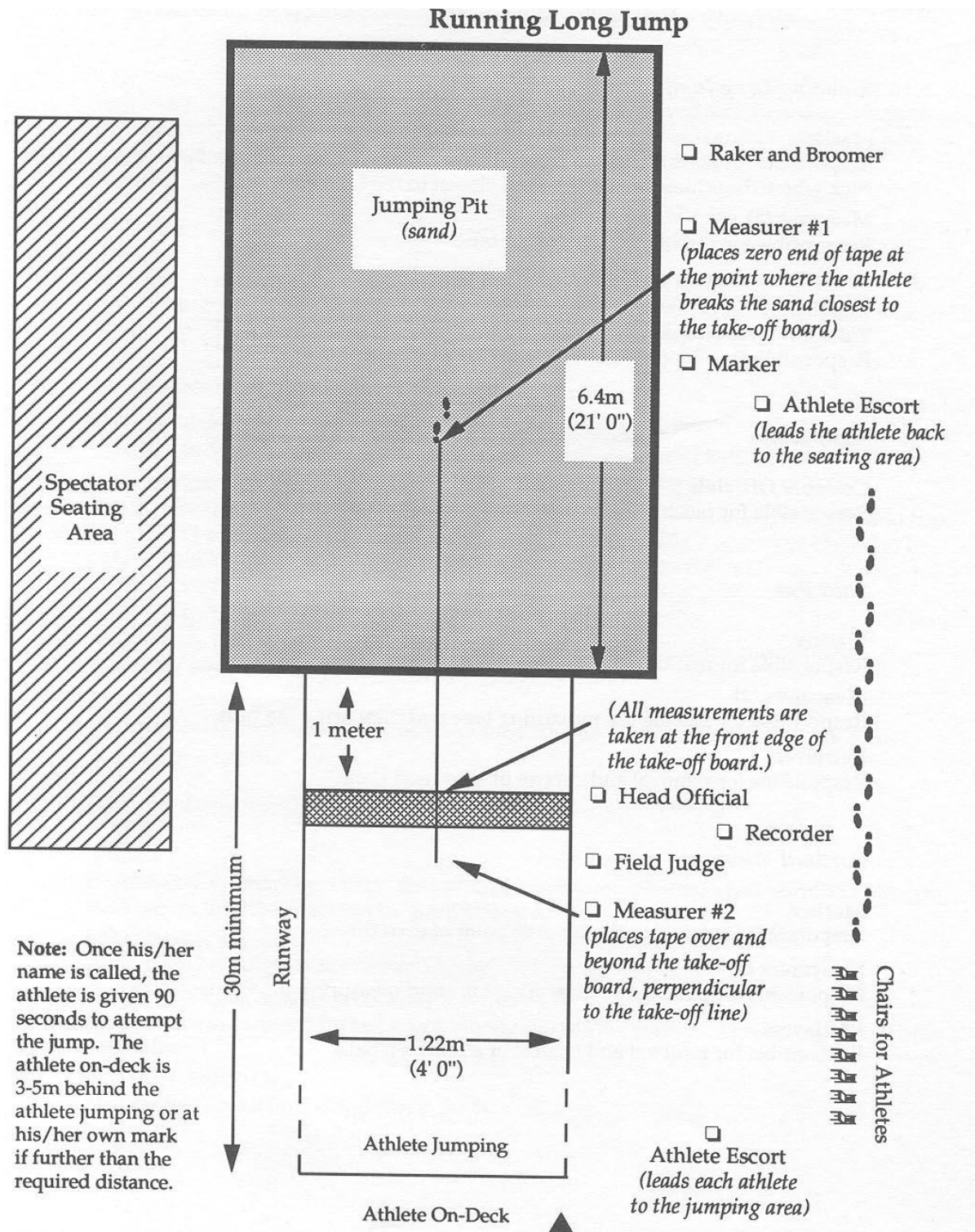


GUIDELINES FOR A SUCCESSFUL EVENT FLOW

1. A master copy of the event starting times should be posted outside the competition area as a general reference.
2. Due to possible delays from other events, hold incomplete heats as long as possible. In an effort to keep on schedule while not penalizing athletes, who may be competing in other events, incomplete heats may be bumped to a later starting time if another heat is ready to begin.
3. In a delay situation where a competitor is missing, find out where the athlete previously competed and where he/she competes next. The Clerk of Course should make the decision regarding whether or not to run an incomplete heat.
4. Athletes who miss their heat should be scratched from the event, not simply moved to another heat.
5. "Spotters" may be used to help locate athletes who may be lost or are still competing in another event.
6. If possible, radio communication should take place between the Clerk of Course, finish line and field event personnel, Staging Manager and Announcers.



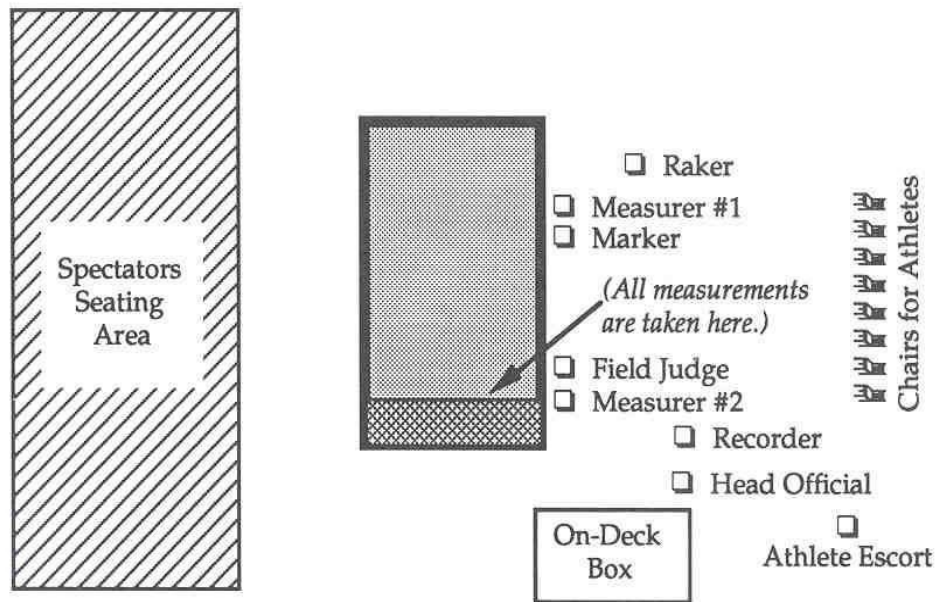
EVENT FLOW: RUNNING LONG JUMP





EVENT FLOW: STANDING LONG JUMP

Standing Long Jump



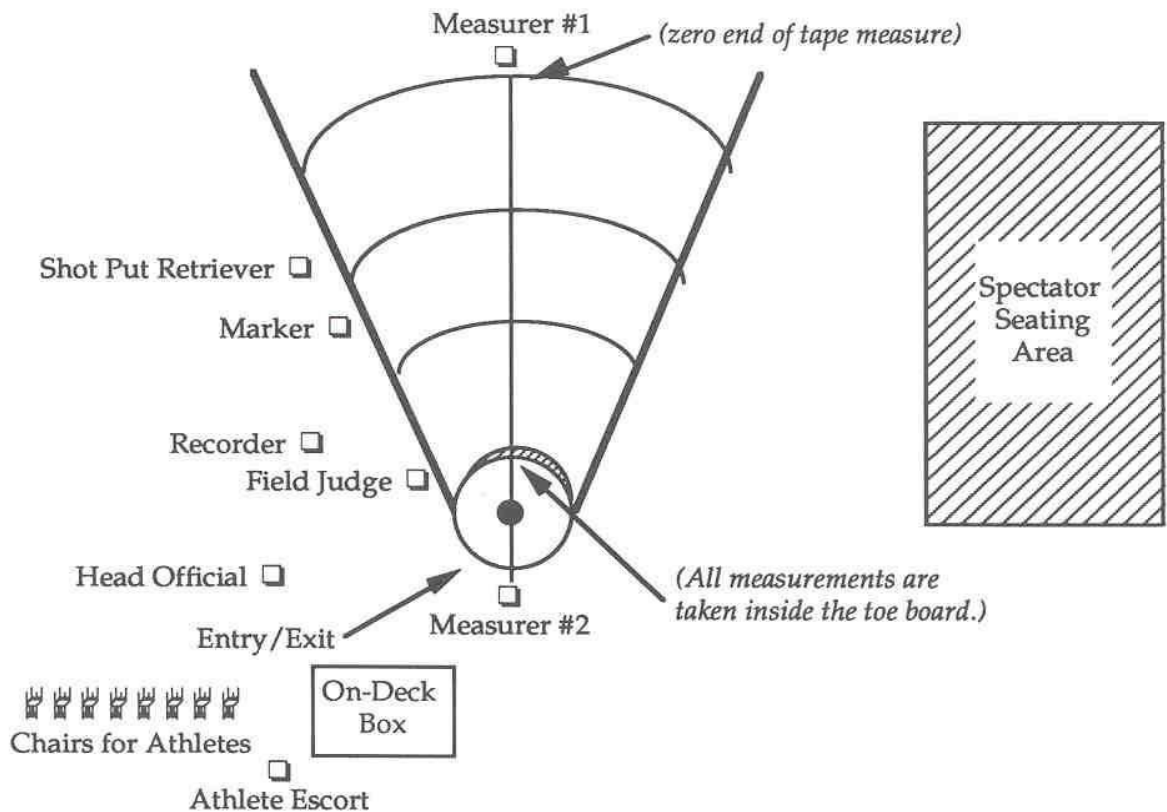
Event Flow

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.



EVENT FLOW: SHOT PUT

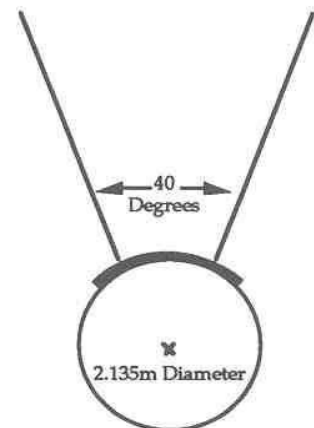
Shot Put



Event Flow

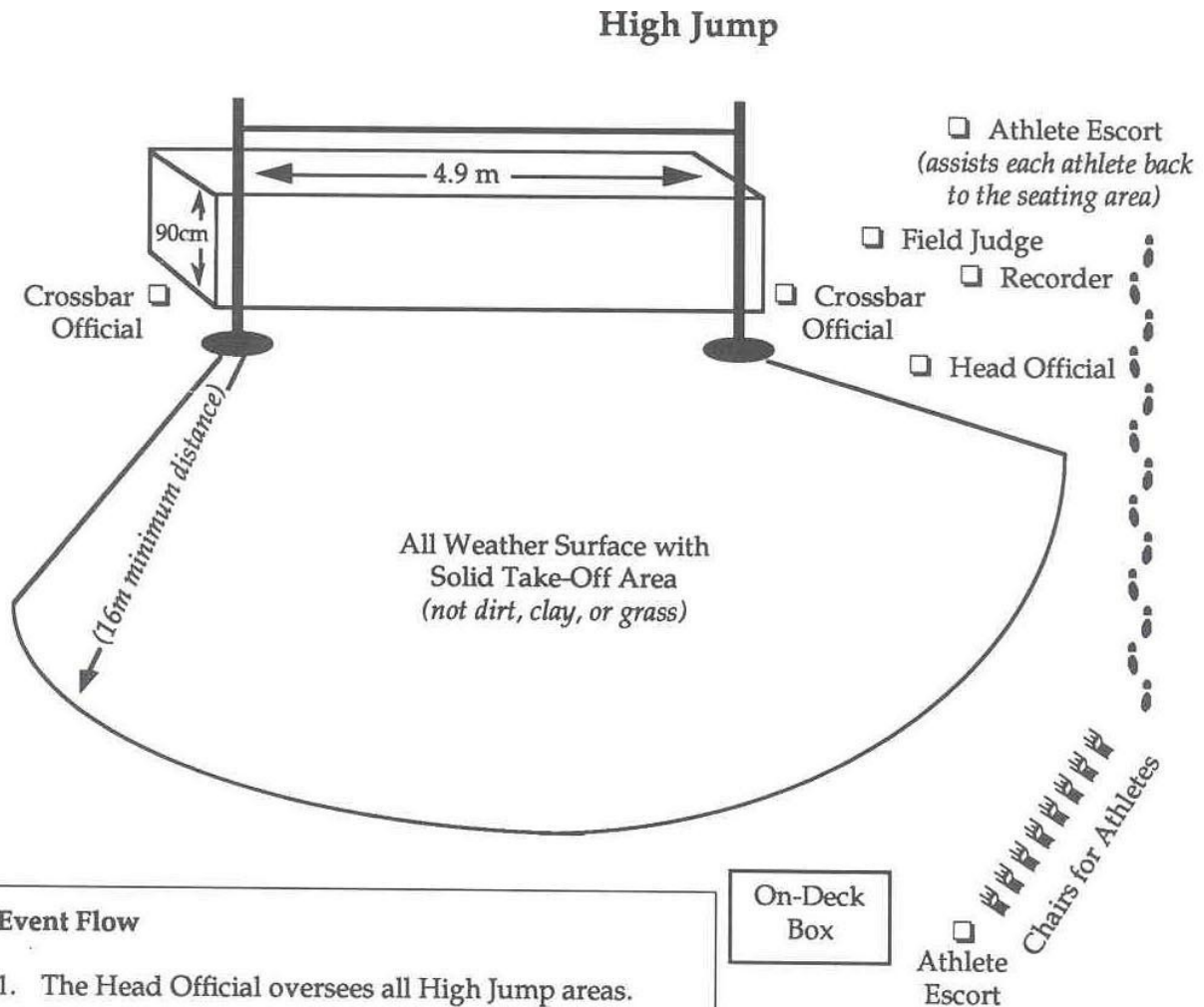
1. The Head Official oversees all Shot Put areas.
2. Once his/her name is called, each athlete is given 90 seconds to attempt a put.
3. The Field Judge verifies each put by raising a white flag for a legal put or a red flag for a foul.
4. The Marker enters the pit after the shot is put and marks the landing point.
5. Measurer #1 enters the landing pit and positions the zero end of the tape at the marked point.
6. Measurer #2, located at the back of the circle, pulls the tape taut through the "X" at the center of the circle and positions the tape at the front of the circle, inside the toe board.
6. The Field Judge reads the distance from inside the toe board. The Recorder records the distance.

Shot Put Circle





EVENT FLOW: HIGH JUMP

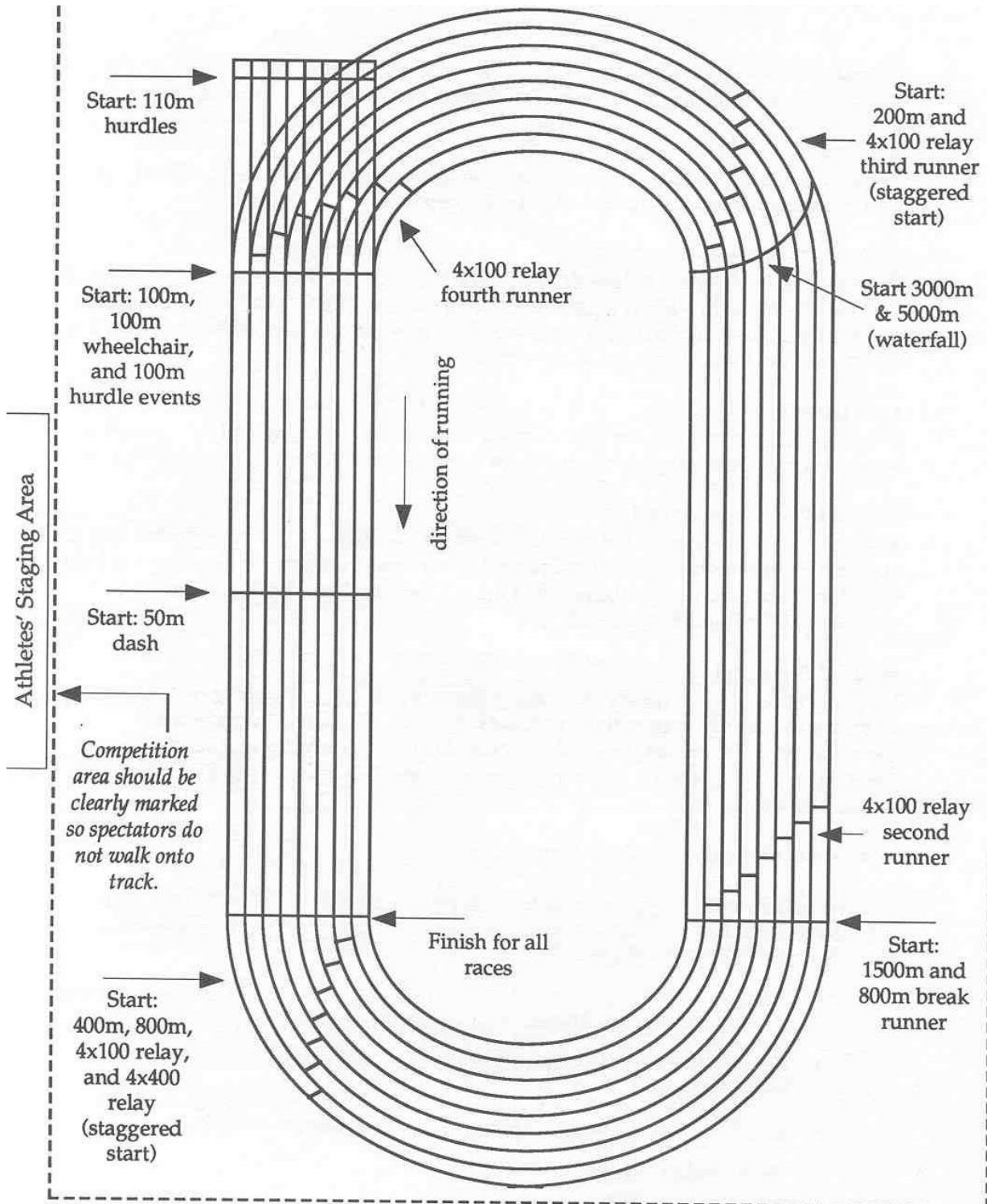


Event Flow

1. The Head Official oversees all High 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 Crossbar Official replaces the bar (if knocked down).
5. The Field Judge verifies each jump height; the Recorder records the jump. The Escort leads the athlete back to the chairs and prepares the next athlete.
6. The crossbar should be raised 5cm after each round.



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: _____