


Special Olympics
Newfoundland & Labrador



Competition Host Package

Invitational | Regional | Provincial Championship |
Provincial Games



Thank you for helping to provide competitive opportunities for Special Olympics Newfoundland and Labrador athletes.

This host package hopefully contains all the information you need to be able to successfully host a Special Olympics NL Competition.

If at any point you require any more information or clarification please contact the [Program Director](#) or the [Program Coordinator](#).

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Guidelines for hosting an SONL Competition

Invitational

Hosted by SONL clubs. Hosts can select who to invite to the competition (typically specifying a specific club or geographical area). These competitions can be held during the regular practice time of the club or can run as full tournaments. Generally, have a low or no registration fee. Meals, socials or prizes are optional and are the responsibility of the host. These are generally a relaxed and fun event.

Regional

Hosted by SONL clubs. Hosts select who to invite from a relatively close geographic area (Eastern, Central, Western, etc.) These competitions can be held during the regular practice time of the club or can run as full tournaments. Generally, have a low registration fee. Meals, social or prizes are optional and are the responsibility of the host.

Provincial Championship/Competition

Hosted by a club in partnership with SONL. These competitions involve all SONL clubs who partake in the sport(s). Championships will have a registration fee, and include meal(s), social, opening ceremonies, medals etc.

Provincial Games

Hosted by SONL. These are multisport competitions which also act as qualifiers for athletes who have an opportunity to advance to the next level of competition. These are multi day events held every 4 years for both Summer and Winter sports. Provincial Games have a complete Games Organizing Committee and are completely managed by SONL.

Competition Preparation

Type of Competition

You need to determine based on the information provided under the guidelines which type of competition you are hosting and the guidelines you must follow for that competition.

Facility

You will need to look into your facilities capacity, spectator viewing options, accessibility, and whether you will be able to bring in outside food.

Volunteers

A competition can be hosted in partnership with a local generic sport group/team. If there is a generic club in your community it would be a good idea to connect with them to see if they would be able to help run your competition. If that is not an option for you ensure that you will be able to recruit enough volunteers to help.

We recommend partnering with a generic sport groups/teams where possible.

Criminal Record Check with Vulnerable Sector Check: Only volunteers that would be in close contact with athletes would require this (i.e., Medical personnel, volunteers at social/dance) If you have any questions regarding this please contact the provincial office.

Invitees

Determine who you would like to invite to your competition and which events you will be running. The Program Director or Program Coordinator will be able to provide you with the contact information for the clubs you would like to invite.

Officials

If you have a generic sport club/team on board to help run the competition, chances are members of that team would be able to act as your competition officials. If you need to secure officials yourself, please connect with your facility personnel. They should be able to assist. SONL Staff can assist in training officials if needed.

Organizing Committee

Running a competition can be a large undertaking and it helps to have a group of people helping to share the work. The following outlines the recommended division of labor.

Competition Host

Facility: You will need to determine the facility and all the components you will require. The sport specific competition host package will contain all the details information regarding this.

Officials: Arrange for certified officials (where possible) to officiate at your competition.

Coaches Meeting: it is SONL's responsibility to hold a coach meeting prior to the start of the meet. SONL will go over the rules of the competition. A separate officials' meetings will also be conducted either separate or in conjunction with a head coaches meeting.

PA System: what are you going to use to communicate with the teams? Is there a PA system at the venue that you would have access to or can you get a blow horn? If there is no PA system, perhaps use a white board or an easel to let the teams know which event is being marshalled.

Competition Budget: Work with the Organizing Committee members to determine the competition budget. As per SONL Policy 5000-05 the registration fee will be determined by the Host Organizing Committee then approved by SONL.


The day of the competition it is up to the Host Organizing Committee to ensure that everything is running smoothly.

Note: often the competition host takes on one or more of the roles outlined below

Volunteer Coordinator: This individual would over see all recruitment of volunteers, insure they are trained, schedules and arrive to the competition as needed.

Sport Manager: This individual would oversee all aspects of the sport side of competition, including recruiting and training officials.

Non-Sport Manager: This individual would oversee all aspects of the non-sport side of competition, including administrative, ceremonies, meals, social etc.



Inputters: individuals who are trained in our Games Management System (GMS) would input data into that system as needed.

Meals/Social: This individual would handle all items food related. Securing the meal(s) venue, social/dance venue along with DJ or equivalent.

Depending on the type of competition you are hosting, and the length of the competition will determine the number of meals you would provide as host club. Generally, a one (1) day competition you would provide one (1) meal and a two (2) day competition you would provide two (2) meals etc.

Awards: ensure there is an area designated for medal presentations and that a variety of individuals have been selected to assist with the presentation. This is a great opportunity for local/provincial dignitaries, LETR representative, donors etc. If space allows contact SONL regarding using podiums. For Provincial Championships and Provincial Games Only Medals and Ribbons will be provided by SONL.

Opening Ceremonies: Pick an athlete to recite the Athletes Oath, you may have someone sing the National Anthem should you choose. Have someone announce and line up teams for a small parade of athletes and announce any housekeeping items needed.

Public Relations: alert the local media that the competition is occurring and then be present the day of the competition to answer any questions for any media that do show up. SONL can assist as needed.



Divisioning

The Special Olympics Canada divisioning process is outlined under section 5000-01 in the Program Policies Manual.

The standard for how the competition is going to address divisioning will be included in the Technical Package (provided by SONL).

For all competitions other than a Provincial Games SONL may use individual's entry times to division the athletes and just run timed finals. GMS must be used to division the athletes.

For some smaller competitions it may be necessary to run multiple divisions in a heat.

For all Provincial Championships and Provincial Games the Divisioning process will be implemented by SONL

Post Competition Wrap Up

Following your event, you will be responsible for submitting a final budget to SONL.

Sample Event Day Volunteer Pledge

Volunteer Pledge

As a volunteer for Special Olympics Newfoundland & Labrador (Community) you will agree to and abide by the following expectations which uphold the mission and philosophy of Special Olympics Newfoundland & Labrador.

As an event volunteer I pledge that:

- I will be respectful and act responsibly.
- I will respect the rights, dignity and worth of athletes, coaches, other volunteers, friends and spectators that are participating in the event.
- I will treat everyone equally regardless of sex, ethnic origin, religion or ability
- I will dress and act at all times in a manner which will be appropriate to my assigned responsibilities and a credit to myself, the athletes and Special Olympics Newfoundland & Labrador.
- I will display control, respect, dignity and professionalism to all involved including athletes, coaches, opponents, officials, administrators, parents, spectators and media.
- I will report any emergencies to the appropriate authorities after first taking immediate action to ensure the health and safety of the participants
- I will not take part in the consumption of alcoholic beverages and/or controlled substances or be under the influence of alcohol and/or controlled substances during any Special Olympics events. I will not take part in smoking or chewing tobacco except in designated areas.
- I will not engage in any type of inappropriate behavior, use of profanity, sexual activity, and/or verbal or physical abuse with Special Olympics athletes, staff, officials or other volunteers.
- I will respect the talent, developmental stage and goals of each athlete.
- I will be fair, considerate and honest with athletes and communicate with athletes using plain and clear language.
- I will ensure that accurate scores are provided for entry of an athlete into any event.

I will PROTECT THE CONFIDENTIALITY of EACH PERSON

I understand that as a volunteer I may acquire personal information pertaining to Special Olympics athletes, volunteers or others. By being an event volunteer of SONL, I agree to maintain the confidentiality of all persons involved with Special Olympics and will not disclose personal information to anyone without the express written consent from the person to whom the information relates. I understand that I may disclose personal information to other Special Olympics members only if the disclosure is necessary and proper for the direct benefit of the individual and to carry out the duties of my role in Special Olympics Newfoundland & Labrador. I agree that a breach of confidentiality shall be cause for termination as a Special Olympics event volunteer.

I hereby certify that I have reviewed, understood and agreed to this volunteer pledge

Printed Name of Volunteer

Signature

Date: _____

Event: _____

Sample Volunteer Thank You Letter

(Date)

Dear (Name):

On behalf of Special Olympics Newfoundland & Labrador (Club), I would like to personally thank you for your recent contribution of time at our swim meet. This event could not have been a success without the help of you and the many other volunteers who donated their time.

Special Olympics Newfoundland & Labrador is a charitable organization that provides year-round sports training and competition opportunities to individuals with intellectual disabilities.

Competitions represent a culmination of hard work for our athletes and provide them with the opportunity to show off their skills to their family and friends.

The success of such competitions relies solely on individuals such as yourself that are willing give up their (time frame) to come out and volunteer in the many positions which are vital to any competition.

The SONL (Club) swim meet was host to (#) swimmers from (#) clubs across Newfoundland & Labrador. It was a (#) hour long competition that saw athletes competing in (List events -25m, 50m, 100m and 200m etc. races in back stroke, breast stroke, butterfly and freestyle events.

Once again, SONL (Club) thanks you for your efforts and contribution of time!

Sincerely,

(Competition Committee Information)

Competition Budget & Finance

If you have any questions regarding your competition budget process please connect with [Program Director](#) or [Program Coordinator](#)

Eight (8) weeks prior to the completion, the competition host is expected to submit a Projected Budget for approval. This is submitted to SONL.

The Competition Host, in conjunction with their Club Executive, will receive and deposit all registration fees and donations associated with the competition. The competition host will also be responsible for paying all expenses related to the competition.

Budget Guidelines

Revenues:

- Registration Fees: To be calculated based on the following
 - Cost of Meals
 - Cost of Venue
 - Cost of Volunteer Meals/Snacks
 - Cost of Music/DJ
 - Cost of any additional misc. expenses (hand sanitizer, clip boards, ziplock baggies etc.)
- Total the Cost of hosting the competition and divide this by the estimated number of individuals attending (Participants, Volunteers, Invited Guests etc.) This will be the Cost Per Head for the competition, and also dictate the registration fee.
- Registration Fees should cover the full cost of hosting the competition. No cost to the host club should occur.
- Host Organizing Committee along with Club Executive to secure cash and any in-kind donations

Expenditures:

- Request the non-profit fee for all facility rentals or request in-kind donation of facility fees
- Obtain competition equipment from local generic sport club at no (minimal) cost
- If water, juice, fruit and snacks are needed for the competition. Approach local grocery stores to receive gift-in-kind donations.
- Secure reduced-rate for all participants by booking blocks of rooms.
- Snacks: It is recommended that all participants bring their own snacks to the competition. Please ensure nutritious food is provided and that there is a sufficient amount of food for each participant.

SONL will not approve budgets if a deficit is expected and non-essential items are included. Non-essential items include:

- Additional medals or ribbons, SONL will provide the needed supply free of charge
- Volunteer recognition gifts, Volunteer Appreciation Certificates/Letters can be used at no cost

2005 Provincial Sport Championship

REVENUES	BUDGET	ACTUAL	NOTES
REGISTRATION	\$ 6,600.00	\$ 6,000.00	*\$60/person X 110 PPL
TOTALS	\$ 6,600.00	\$ 6,000.00	

EXPENSES	BUDGET	ACTUAL	NOTES
VENUE RENTAL	\$ 700.00	\$ 800.00	Pool
LUNCH MEAL	\$ 1,000.00	\$ 950.00	
SUPPER MEAL	\$ 4,000.00	\$ 3,900.00	
MUSIC/DJ	\$ 50.00	\$ 50.00	
VOLUNTEER MEALS/SNACKS	\$ 200.00	\$ 185.00	
MISC	\$ 50.00	\$ 45.00	
	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
		\$ -	
TOTALS	\$ 6,000.00	\$ 5,930.00	
REVENUE - EXPENSES	\$ 600.00	\$ 70.00	