

CLUB:

EVENT:

DATE:

**COMPETITION BOOKLET
TEMPLATE**

Special Olympics
Newfoundland & Labrador



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Cell Phone Numbers

Name	Role	Cell Phone #	Sport?

Emergency Contact List for Athletes

Competition:

Date:

Athlete Name	Contact	Phone #	Email

Emergency Contact List for Support Staff

Name	Role	Phone #	Email	Sport?

Emergency Action Plan

Emergency Action Plan (EAP) for (_____ program)

1. Who is in charge? _____
 - a. Backup? _____

2. Who is the "call person"? _____
 - a. Backup? _____

3. Where is the nearest public phone located? _____

OR

Who is responsible for carrying a cell phone? _____
Back up? _____

4. Emergency Numbers for site?
 - a. Ambulance? _____
 - b. Fire? _____
 - c. Police? _____
 - d. Hospital? _____
 - e. Facility Manager? _____
 - f. Other? (_____) _____

5. Are athlete medicals on site? _____
 - a. Where? _____
 - b. Access available to _____

6. First –Aid kit on site? _____
 - a. Where? _____
 - b. Who has access? _____

7. Directions for Emergency Vehicles/ Personnel
Address of the facility: _____
 - a. Closest major intersection /building/ landmark? _____

8. Safety area in case of evacuation? Muster Station
 - a. _____
 - b. Backup? _____

Hotel Room Listing by Name

Name	Role	Hotel Room #

Hotel Room Listing by Number

Hotel Room #	Name	Role

Team Registration List

Chef de Mission: _____

Cell #: _____

Team Manager: _____

Cell #: _____

Sport: _____

Head Coach: _____

Cell #: _____

Mission Staff: _____

Cell #: _____

Associate Coaches: _____

Athletes:

--

Head Coach: _____

Cell #: _____

Mission Staff: _____

Cell #: _____

Associate Coaches: _____

Athletes:

--

Head Coach: _____

Cell #: _____

Mission Staff: _____

Cell #: _____

Associate Coaches: _____

Athletes:

--

Head Coach: _____ Cell #: _____

Mission Staff: _____ Cell #: _____

Associate Coaches: _____

Athletes:

Head Coach: _____ Cell #: _____

Mission Staff: _____ Cell #: _____

Associate Coaches: _____

Athletes:

Head Coach: _____ Cell #: _____

Mission Staff: _____ Cell #: _____

Associate Coaches: _____

Athletes:

** Specific Coaches should be responsible for the safety, care and comfort of specific athletes; this should be clearly acknowledged by all involved. You may want to have a page to indicate responsibility or have it clearly delineated on this page.

Team/Club Schedule

Date/Day:	
Time	Event
(ex) 7:15am	(ex) Board bus at Athlete's Village to go to Sporting Venue

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Time	Event
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Date/Day:	
Time	Event
(ex) 7:15am	(ex) Board bus at Athlete's Village to go to Sporting Venue

General Schedule

Insert General Schedule provided by SONL/GOC.

Sport Schedule(s)

Insert Sport Schedule(s) provided by SONL/GOC.

Other Considerations

Emergency Action Plan

Your emergency action plan (a blank one is provided in this document) should be completely filled and community clearly to your support staff. You should have an action plan for travel as well as during the stay at the sports venue and accommodation venue.

Emergency Numbers

You should research and see if 911 is available in the area; if not you should compile a list of the emergency numbers (police, ambulance, fire etc) for the area and ensure all support staff have them.

Hotel Room Door Name Tag

You may want to consider printing Name Tags to place on the accommodations room doors. This would allow your club's team to easily identify who is in what room if they need them. Could include: Club Name, Club Logo (if you have one), Name(s) of individuals staying in the room. You could also include their role.

Team Cell Phone Listing

If accreditations are being used at the event you may want to reach out and ask the size of the accreditation and then create small Team Cell Phone listings that could be place on the back or in the accreditation for easy access.

Team Meeting

You may want to hold a team meeting prior to departure so everyone knows their roles, expectations and have an opportunity to voice their questions. A good document to use to ensure you are ready to compete is SONL's "Competition Best Practices".

Packing List

It would be a good idea to hand out a packing list of items required for the competition. A sample packing list is in this booklet. You can reach out to SONL to request specific pieces of the list and customize it as need.

Sample Packing List

These items must be given to your Head Coach and/or Mission Staff when you are dropped off.

Medications – clearly marked with name & times to take meds. Or preferably blister-packed.

Toiletries	General Clothing Other Items
<input type="checkbox"/> Toothbrush/Toothpaste <input type="checkbox"/> Hairbrush/Comb <input type="checkbox"/> Deodorant <input type="checkbox"/> Shaving Supplies <input type="checkbox"/> Any toiletries required by females	<input type="checkbox"/> Pyjamas <input type="checkbox"/> Socks (__ pair) <input type="checkbox"/> Underwear (__ pair) <input type="checkbox"/> T-Shirts (__ pair) <input type="checkbox"/> Pants (__ pair) <input type="checkbox"/> Outfit for banquet/dance <input type="checkbox"/> Comfortable shoes required for dance and opening ceremonies <input type="checkbox"/> Flashlight <input type="checkbox"/> Whistle <input type="checkbox"/> Belt

Opening Ceremonies / Team Clothing

- Team Jacket
- _____Pants

Sport Specific Gear -

- | | |
|--------------------------------|--------------------------------|
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Optional Items

- | | |
|--|--|
| <input type="checkbox"/> Autograph book
<input type="checkbox"/> Money (max _____)
<input type="checkbox"/> Healthy snacks | Items such as:
<input type="checkbox"/> Cell phones
<input type="checkbox"/> Cameras
<input type="checkbox"/> Electronic toys
Are permitted but will have limited time to use them and are the sole responsibility of the athlete. |
|--|--|

It is recommended that all clothing/articles be clearly marked with the athletes' name.

Athletes are expected to abide by the Athlete Code of Conduct while travelling with the team.

INFORMATION ABOUT TRIP: (Date, Time & Locations of Departure & Arrival; how to contact Chef de Mission/Mission Staff/Athlete while away etc)