



# Competition Hosting Guide

**Special Olympics**  
Alberta





## Contents

Thank you!	3
Section 1: Introduction	4
Section 2: 20 Steps to Successful Competition Planning	7
Step 1: Deciding to Host	8
Step 2: Establish Local Organizing Committee	9
Step 3: Negotiate the Facility Rental Contract	9
Step 4: Development of a Competition Budget	10
Step 5: Competition Invitation and Intent to Participate	11
Step 6: Apply for Competition Sanction	11
Step 7: Finalize the Registration Package	11
Step 8: Law Enforcement Involvement	12
Step 9: Order Awards	13
Step 10: Organize Competition Officials and Competition Day Volunteers	13
Step 11: Confirm Venue and Emergency Action Plans	14
Step 12: Procure Competition Equipment	14
Step 13: Competition Divisioning	15
Step 14: Produce all Paperwork	15
Step 15: Confirm Officials	16
Step 16: Venue Set-up and Volunteer Registration	16
Step 17: Athlete and Coach Registration	16
Step 18: Competition Execution and Results	16
Step 19: Wrap-up	17
Step 20: Sanctioned Competition Post-Event Report	17
Section 3: Sample Critical Time Chart	18
Section 4: LOC Volunteer Position Descriptions	20
Section 5: Competition Planning Meetings	23
Section 6: Competition Planning Resources	27
Section 7: Emergency Action Planning	29
Section 8: Sample Competition formats for Team Sports	31
Section 9: Awards Ceremonies	34
Appendix A: Request for Insurance Certificate	35
Appendix B: Emergency Action Plan Example	36



**Thank you!**

**THANK YOU'S OFTEN ARE AT THE END OF AN EVENT. WITH THIS RESOURCE, WE CHOSE TO PLACE THEM AT THE BEGINNING. WITHOUT YOU, AS A VOLUNTEER FROM THE BEGINNING OF COMPETITION PLANNING, THIS COMPETITION WOULD NOT OCCUR.**

This competition hosting guide contains information that will help you to successfully host a competition. If at any point you require more information or clarification, please contact Denise Fisher, Manager of Youth, Competitions & Sport at [DFisher@specialolympics.ab.ca](mailto:DFisher@specialolympics.ab.ca).

There are many opportunities to host competitions in Alberta. With athletes at different stages of the [Long-Term Athlete Development model](#) (soon to be updated following the Long-Term Development in Sport and Physical Activity model) across each of the 10 Summer and 8 Winter sports, there are an abundance of hosting opportunities and options. It is important to consider available venues, volunteer capacity, and the level of competition that is most suitable.

**COMPETITIONS CAN BE SMALL.**

**COMPETITIONS CAN BE BIG.**

**COMPETITIONS CAN FOCUS ON SKILL DEVELOPMENT.**

**COMPETITIONS CAN FOCUS ON SHARING SKILLS LEARNED.**

**COMPETITIONS CAN BE AMONGST TWO AFFILIATES.**

**COMPETITIONS CAN BE AMONGST TWENTY-TWO AFFILIATES.**

**COMPETITIONS CAN CELEBRATE PARTICIPATION.**

**COMPETITIONS CAN CELEBRATE EXCELLENCE.**

**THANK YOU FOR HELPING TO PROVIDE COMPETITIVE OPPORTUNITIES  
FOR SPECIAL OLYMPICS ALBERTA ATHLETES!**



## Section 1: Introduction

### A. INTRODUCTION

This guide has been developed as a step-by-step resource to help local Competition Coordinators provide a quality competitive opportunity for the athletes and coaches of Special Olympics Alberta. Special Olympics Alberta would like to thank Special Olympics Ontario and Special Olympics British Columbia for the comprehensive manuals they produced, which were adapted to form Alberta's guide. It is through partnerships amongst organizations with common goals that we can put athletes and coaches in an atmosphere that fosters growth and excellence.

### B. BENEFITS OF COMPETITION

1. Affords athletes the opportunity to measure personal performance.
2. Allows coaches to assess effectiveness of weekly training programs.
3. Assists in athlete goal setting.
4. Affords athletes opportunities to qualify for higher levels of competition.
5. Promotes the Special Olympics program throughout the community and region.
6. Provides athletes and coaches the opportunity to renew acquaintances and make new friends.
7. Provides a social opportunity for athletes and coaches.
8. Provides coaches with an opportunity to share training tips and ideas with other coaches.

### C. MEANINGFUL COMPETITION

Meaningful competition provides experiences that support learning for competitors. It supports a "we can get better" attitude that encourages athletes to improve during and after the event.

Meaningful competitions are structured to reinforce the development of LTAD stage-specific skills and abilities. The expected level of performance matches the skill level of the competitor. Competitors are able to perform and test the skills they have learned and practiced in the training environment.

Meaningful competitions lead to results that are relatively close and not predictable. Competitors are matched with others of a similar level of ability and are challenged to be the best they can be at that moment in time. They believe they have a chance for success and remain fully engaged throughout the competition.

Meaningful competition is athlete-centered, coach-led and system-supported. Coaches are responsible for maximizing the value of the competition by intentional selection of competitions and setting of appropriate competition goals matched to the stage and ability of the athlete. The sport system, including sport organizations, event organizers, coaches, officials and others is responsible for defining competition formats, rules, schedules, and eligibility to support the objectives of meaningful competition. Competition should contribute to the positive development of all athletes.



#### **D. KEYS TO A SUCCESSFUL COMPETITION**

1. Well-trained athletes
2. Knowledgeable, well-trained coaches and volunteers
3. Quality officials
4. Organized competition hosting committee
5. Proper divisioning

#### **E. RULES**

Rules and guidelines pertaining to the running of a Special Olympics Competition can be located as follows:

1. [Special Olympics Canada Official Sport Rules Books](#)
2. National and/or International Sport Federation Rule Books
3. [Special Olympics Alberta website](#), particularly the [Competition Resource Section](#)
4. [Special Olympics Alberta sanctioning forms](#)

#### **F. COMPETITION CLASSIFICATION**

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.

#### **G. RESPONSIBILITIES OF THE COMPETITION COORDINATOR**

Special Olympics Alberta recommends that the Competition Coordinator has previous experience with both organizing and hosting competitions, and a good working knowledge of the policies, procedures and rules of Special Olympics in Canada and Alberta.

It is also recommended that individual wishing to fill the role of Competition Coordinator consult [Special Olympics Alberta Policies](#) and [Special Olympics Canada Official Sport Rules](#).



The primary responsibilities of the Competition Coordinator include:

1. To organize the detail development of the Special Olympics competition.
2. Control the mechanics of running the competition.
3. Access the necessary personal/volunteers and equipment to effectively host the competition.
4. Complete all necessary forms and paperwork.

For a more detailed Competition Coordinator position description, refer to Section 4: LOC Volunteer Position Descriptions.



## Section 2: 20 Steps to Successful Competition Planning

- 1 • **Deciding to Host**  
• Confirm with [SOA](#) that the proposed competition fits within SOA's competition calendar
- 2 • **Establish Local Organizing Committee**
- 3 • **Negotiate the Facility Rental Contract**
- 4 • **Development of a Competition Budget**
- 5 • **Competition Invitation and Intent to Participate**  
• Submit to [SOA](#) for posting and distribution to Affiliates
- 6 • **Apply for Competition Sanction**  
• Submit SOA's [Competition Sanction Application Form](#)
- 7 • **Finalize the Registration Package**  
• Submit to [SOA](#) for posting and distribution to Affiliates
- 8 • **Law Enforcement Involvement**
- 9 • **Order Awards**
- 10 • **Organize Competition Officials and Competition Day Volunteers**
- 11 • **Confirm Venue and Emergency Action Plans**
- 12 • **Procure Competition Equipment**
- 13 • **Competition Divisioning**
- 14 • **Produce all Paperwork**
- 15 • **Confirm Officials**
- 16 • **Venue Set-up and Volunteer Registration**
- 17 • **Athlete and Coach Registration**
- 18 • **Competition Execution and Results**  
• Submit results of Provincial Qualifiers to [SOA](#)
- 19 • **Wrap-Up**
- 20 • **Sanctioned Competition Post-Event Report**  
• Complete SOA's [Sanctioned Competition Post-Event Report](#)



## STEP 1: DECIDING TO HOST

All of the actions in Step 1 are conducted in coordination with the Affiliate Management Committee.

1. Decide what type of competition is to be hosted
  - Invitational
  - Open
  - Provincial Qualifier
2. Decide the level(s) of the competition
  - Developmental
  - Specific levels/divisions
  - All levels/divisions
3. Determine access to appropriate facilities
  - For Provincial Qualifiers, facilities must comply with the rules and regulations as stated in the Special Olympics Canada Official Sport Rules Book and the rules and regulations set by the National and International Sport Federations for the sport being hosted.
  - The following should be kept in mind when accessing facilities:
    - Facility safe for use - based on common sense!
    - Fully accessible to individuals with physical disabilities
    - Access to male and female washrooms
    - Access to male and female change facilities
4. Determine the length of the competition (full day, morning/afternoon/evening, etc.)
5. Determine the format of the competition
  - Individual Sports
    - Determine how many events athletes will be permitted to enter (use SOC Rule Book as a guide)
  - Team Sports
    - Determine the number of games teams can expect to play throughout the competition. Refer to Section 8: Sample Competition Team Formats for Team Sports for examples of draws and points for tournaments with 3 to 8 teams playing various numbers of games.
6. Dates
  - Competition dates should not compete with other scheduled competitions, although multiple competitions may be sanctioned by SOA to be held on the same day (this will be reviewed by Special Olympics Alberta's competition working group to determine if a conflict exists)
  - Should comply with facility availability
  - Should enhance your sport program in accordance with recognized athlete development needs





7. Ensure support from the Affiliate
  - Proposed competitions must have the support of the local Affiliate Management Committee
8. SOA Confirmation
  - Confirm that the proposed competition fits within SOA's competition calendar by contacting the [Manager of Youth, Competitions & Sport](#).

## **STEP 2: ESTABLISH LOCAL ORGANIZING COMMITTEE**

1. In selecting personnel, choose people who will get a job done, not just talk about it.
2. Each key person can select the people needed to fill their respective committees. Roles can be combined as needed, or removed if not relevant to the competition.
3. The Competition Coordinator should outline the responsibilities, and a complete list of items to be looked after by each person. Key role to consider (as applicable):
  - Administrative Lead
  - Food Services
  - Venue Preparation
  - Awards
  - Medical
  - Head Official - Sport Officials
  - Registration
4. Depending on the magnitude of the event, many of the positions on the organizing committee can be consolidated reducing the need for recruiting large numbers of volunteers.

## **STEP 3: NEGOTIATE THE FACILITY RENTAL CONTRACT**

1. Reserve facility
  - Check with facility manager for available dates to host a competition (preferable between the middle and end of your sport season to allow for adequate athlete development before competition).
  - Confirm facility rental fee (daily rates may be less than hourly rates, even if facility is not required for the entire day)
  - Confirm what is and is not covered under the rental fee, i.e. additional staff and surcharges that may be added, i.e., tables/chairs, cleaning, security, etc.
  - Confirm rental fees for any other rooms or areas of the facility that you may require to host your event
  - Determine if Municipal Recreation Department or Parks and Recreation has any special concessions on rental costs, or free facility time for regular users, non-for profits, sport groups or charities.
  - Ensure that the contract is signed by a recognized signing authority for your Affiliate



## 2. Liability

- Determine your level of responsibility for damage sustained by the venue during the event.

## 3. Insurance

- Occasionally, facilities will be asked to be named as a third-party insured on the insurance certificate. It is recommended that facilities be proactively asked whether they require a copy of the insurance certificate with the facility or others names as third-party insureds. If a copy of the certificate is needed, please complete the Request for Insurance Certificate in Appendix A and submit to [SOA's Administrative Coordinator](#). Please allow several weeks for the certificate to be produced.

# STEP 4: DEVELOPMENT OF A COMPETITION BUDGET

A customizable budget template is available in SOA's [Competition Resources](#).

## 1. Potential revenue sources:

- Registration fees
- Concessions (dependent on the facility)
- Sponsorships and donations (local businesses/service clubs)
- Community sport hosting grants

## 2. Potential expenditures:

- Facility rental
- Equipment rental
- Food costs
- Competition supplies
- Officials
- Awards (Ribbons for first, second, third, and participation are available through Special Olympics Alberta at no charge and can be requested when submitting the sanction application form.)

## 3. Meet entry/registration fees should be kept as low as possible at all times. Profit should not be generated from the participation fees being charged to athletes.

## 4. Do not consider the hosting of a competition as a fundraising project. Competitions must be viewed as a critical component of athlete development first and foremost. Fundraising should be limited to areas where participation is entirely optional.

## 5. Food concessions may be good sources of revenue while offering a service to spectators. Be sure to check with the facility regarding their policies on outside food services at their venue. Food handling permits or licenses may be required.

## 6. Sponsorship and donations can help to support the competition. Be realistic in the amount of money that may be raised, or value-in-kind donations, through sponsorships so that the Affiliate is not in a deficit position or volunteers do not become stressed about achieving the budgeted amounts.



7. Submit the competition budget to the Affiliate Management Committee for approval.

## **STEP 5: COMPETITION INVITATION AND INTENT TO PARTICIPATE**

1. [Competition Invitation Templates](#) for each sport can be customized to include the unique elements of each competitions.
2. A [Competition Invitation](#) should be circulated as soon as basic information is known to provide interested Affiliates with as much notice as possible to plan to attend.
3. It is suggested that an “Intent to Participate” form be included in the competition invite. This will provide some preliminary participation numbers for budgeting and planning. An Intent to Participate template is included within the [Competition Invitation Template](#).
4. Once developed, send to [SOA’s Manager of Youth, Competitions and Sport](#) for posting on Special Olympics Alberta’s event pages. Direct distribution will occur as follows:
  - Invitationals: Competition invitations are distributed directly by the hosting Affiliate to the Affiliates being invited to participate.
  - Opens & Provincial Qualifiers: Once the Competition Invitation, it will automatically be distributed by Special Olympics Alberta through in its scheduled biweekly communications to Affiliates.

## **STEP 6: APPLY FOR COMPETITION SANCTION**

1. Special Olympics Alberta must sanction all competitions. This ensures adherence to rules, regulations and policies. Sanctioning also provides insurance coverage for the competitions.
2. Complete the [Competition Sanction Application Form](#). It will take Special Olympics Alberta approximately one week to confirm that the competition sanction has been awarded. A formal communication will be sent by Special Olympics Alberta advising of the sanction approval and number.
  - Local Competitions: The [Competition Sanction Application Form](#) should be submitted at least four months prior to the start of the competition.
  - Provincial Qualifiers: The [Competition Sanction Application Form](#) should be submitted at least six months prior to the start of the competition.

## **STEP 7: FINALIZE THE REGISTRATION PACKAGE**

1. The Registration Package should include the details contained within the Competition Invite along with more detailed information including:
  - The type of competition and levels/divisions (i.e. developmental and divisions involved)
  - Location of the competition including the address of the venue



- Date(s) of competition
  - Sanction number obtained from Special Olympics Alberta
  - Start and finish times for each day of competition
  - Actual registration form ([Sport-specific registration spreadsheet templates](#) in are available and can be customized)
  - Entry fees for event detailing what is included with the registration/entry fee, i.e. meals, dance, etc.
  - Registration deadline including day, month and time.
  - Describe the procedure, if any, for late registrations
  - Identify any competition-specific rules, particularly with developmental events.
  - Event list and/or schedule
  - For individual sports, identify how many events each athlete can register, being mindful of the rules of the sport as stated in the Special Olympics Canada Official Sport Rules
  - For team sports, identify the number of games each team can expect to play throughout the tournament
  - Outline the tournament/draw format to be followed
  - Indicate type of awards and placings
  - If you are expecting out of town teams identify the location of the nearest hotels to the venue and include estimated costs and contact information.
  - Include the name and contact information of the Competition Coordinator. Consider including times when they are available to take calls and questions.
2. Once developed, send the Registration Package to [SOA's Manager of Youth, Competitions and Sport](#) for posting on Special Olympics Alberta's event pages. Direct distribution will occur as follows:
- Invitationals: Competition invitations are distributed directly by the hosting Affiliate to the Affiliates being invited to participate.
  - Opens & Provincial Qualifiers: Competition invitations will automatically be distributed by Special Olympics Alberta through in its scheduled biweekly communications to Affiliates once the Competition Invitation is received.

## STEP 8: LAW ENFORCEMENT INVOLVEMENT

Members of a variety of law enforcement agencies throughout Alberta help raise funds and awareness for Special Olympics and help celebrate the accomplishments of these athletes by carrying the Flame of Hope to into the Opening Ceremonies of Provincial, National and World Games. In addition to the Law Enforcement Torch Run (LETR), many officers are eager to support Special Olympics and provide support at the community level.

Consider ways that members of law enforcement agencies can be involved in your competition as volunteers, awards presenters, promoting awareness of your competition, or any other areas where their participation would be meaningful.

If your Affiliate doesn't currently have a law enforcement connection in your area, you can contact the Chair for your region on the LETR Operations Committee and be connected! This information can be found at <https://www.specialolympics.ca/alberta-letrabout/executive>



More information about the Law Enforcement Torch run can be found at <https://www.specialolympics.ca/albertatorchrun>. A list of participating Law Enforcement Agencies from around Alberta can be accessed at <https://www.specialolympics.ca/alberta-lettr/about/alberta-law-enforcement-agencies>.

For additional information or ideas about how to integrate your local law enforcement, please contact Lorrie Sitler, Director of Business Development and LETR-Special Olympics Alberta at [lsitler@specialolympics.ab.ca](mailto:lsitler@specialolympics.ab.ca) or 1-800-444-2883 x1010.

### STEP 9: ORDER AWARDS

1. The host Affiliate is responsible for arranging awards. Ribbons for first, second, third, and participation can be ordered from Special Olympics Alberta in the [Competition Sanction Application Form](#) or through [SOA's Manager of Youth, Competitions and Sport](#).
2. Additional awards beyond the ribbons provided through Special Olympics Alberta are not required. If additional awards are being ordered, one month is usually the minimum requested time, but this will vary from supplier to supplier.
3. It may become necessary to guesstimate the number of awards required based on the number of athletes to be hosted and the projected number of divisions. A tip to reduce costs is not having the awards dated so the excess may be used for future competitions.
4. Policies do exist for giving of awards at a Special Olympics competition (refer to [Special Olympics Alberta Policies](#)).

### STEP 10: ORGANIZE COMPETITION OFFICIALS AND COMPETITION DAY VOLUNTEERS

1. Where possible identify a head official whose primary responsibility will be to recruit and train, if necessary, the required officials for the competition.
2. When possible, the Competition Coordinator and/or head official should select qualified officials to work a competition. Local sport clubs and leagues are an excellent resource for officials. When not possible, volunteers will need to be trained on how to effectively carry out their officiating duties. Provincial Qualifiers have specific requirements for officials that must be met as a requirement of sanctioning from SOA.
3. When possible, a full slate of officials should be developed prior to the competition, striving for a 20% more than necessary to compensate for absences and cancellations. Developmental and non-qualifying competitions are good opportunities to develop and train new officials. Refer to the sport-specific guides for details on required officials.



4. Recruit and assign general competition volunteers to roles including registration, security, venue set-up/tear-down, etc. It is suggested that some volunteers be identified as “floaters” to provide support as needed. [Click here to access recommendations on volunteer recruitment strategies.](#)
5. All the officials should receive the following information when contacted:
  - Exact name and location of the facility/venue.
  - Time they are expected to check into the official's area.
  - Start time of the competition or the portion for which they have responsibilities.
  - Expected duration of the competition or the portion for which they have responsibilities.
  - Name and contact information of the Competition Coordinator and/or the head official.

## **STEP 11: CONFIRM VENUE AND EMERGENCY ACTION PLANS**

1. At this time establish with the Facility Manager to meet and review:
  - Who will be responsible for setting up the venue.
  - When the venue can be set up prior to the competition.
  - When access will be granted to the peripheral rooms needed for the event.
  - Concession area layouts (if applicable).
  - Regulations as to where food will be permitted at the venue.
  - Discuss the venue’s Emergency Action Plan and how the competitions emergency procedures should be integrated.
    - Locate emergency exits, first aid support, Automated External Defibrillator, venue security, muster points, shelters, etc.
2. Take note and make signs for any special rules required or highlighted by the facility manger.
3. Formalize an Emergency Action Plan for the competition and communicate with/train key volunteers. Refer to Section 7: Emergency Action Plans, for guidance and an example of an Emergency Action Plan. Ensure key volunteers are familiar with SOA’s [Accident/Incident Report Form](#) (also available as an [online form](#)).
4. Confirm that the certificate of insurance (if required) was received and is in good order.

## **STEP 12: PROCURE COMPETITION EQUIPMENT**

Refer to sport specific sections for recommendations as to what equipment is required to run a quality competition.

1. All equipment must conform to the rules of Special Olympics Canada and the appropriate National and International Sports Federations.
2. All equipment must be in good working order.



Local sport clubs can be a good resource for competition equipment and may have equipment available to use during the competition. Make sure to include:

- Officials' equipment
- Sport-specific equipment
- Venue preparation equipment

### STEP 13: COMPETITION DIVISIONING

1. The purpose of divisioning is to ensure that all athletes have an equal opportunity for success through competition amongst athletes of similar gender and ability.
2. All Special Olympic competitions are to be divisioned according to [Special Olympics Canada's Divisioning Process as explained here](#).
3. Due to the logistical challenges associated with running community events it may not be possible to precisely follow the divisioning procedures. This does not mean that divisioning can be eliminated as a component of the competition rather modifications are permitted provided the spirit and integrity of the procedure is not compromised.
4. For assistance in divisioning events contact SOA's Manager of Youth, Competitions & Sport at 1-800-444-2883 ext. 1005 or [DFisher@specialolympics.ab.ca](mailto:DFisher@specialolympics.ab.ca).

### STEP 14: PRODUCE ALL PAPERWORK

1. Copy enough heat sheets and/or event draws for two (2 per registered team and extra for participants.
  - A potential source of revenue is to sell heat sheets and/or event draws to spectators.
2. Copy appropriate numbers of scoresheets, officials' reporting forms, etc.
3. Produce orientation package, include:
  - Event Schedule
    - Coaches Meeting
    - Start Times
    - Meal Times and Location
    - Awards Ceremony
  - Coaches Meeting Agenda
    - Items to cover:
      - Protest Procedures
      - Divisioning Procedure
      - Tournament Rules
      - Venue Map
      - Emergency Action Plan
  - Copy of tournament rules
  - Emergency Action Plan
  - Meal tickets



### **STEP 15: CONFIRM OFFICIALS**

1. Make a reminder phone call to the head officials.
2. Make sure there is an officials list for the entire competition, including alternates.

### **STEP 16: VENUE SET-UP AND VOLUNTEER REGISTRATION**

1. Produce a detailed venue set-up/take down plan that outlined specific responsibilities.
2. Arrive at the venue at least 2 hours before the scheduled arrival of athletes and coaches.
3. Plan to have the venue fully set-up and at least 30 minutes prior to the scheduled arrival of athletes and coaches. This will allow for time to handle the unexpected surprises that always arise during set-up.
4. Ask volunteers to arrive at least 30 minutes prior to the scheduled arrival of athletes and coaches or 30 minutes before their scheduled time.
5. Orientate volunteers to the venue so they can answer general questions should they be asked. All one-day and casual volunteers must complete the [Special Olympics Casual Volunteer Sign-In Sheet](#).
6. Direct sport-specific officials to appropriate areas.

### **STEP 17: ATHLETE AND COACH REGISTRATION**

1. Collect outstanding registration fees; confirm rosters/athletes participating.
2. Ensure that coaches have turned over copies of athlete medical forms, (must be provided to the onsite medical coordinator).
3. Provide each Head Coach with an orientation package and hold Coaches Meeting (if appropriate).

### **STEP 18: COMPETITION EXECUTION AND RESULTS**

Enjoy the competition!

1. All teams should receive electronic copies of the results within 14 days of the competition.
2. Printed results packages may be made available to participants and spectators for a nominal fee as a potential source of revenue (optional).





3. Submit results of all Provincial Qualifiers to Special Olympics Alberta within 14 days of the completion of the competition.

#### **STEP 19: WRAP-UP**

1. Ensure that all equipment is returned to the appropriate lender with a thank you letter attached.
2. Pay all outstanding expenses.
3. Send thank you letters to all volunteers, law enforcement representatives, facility personal and sponsors acknowledging their support of the event.
4. Host a debriefing session with all members of the organizing committee invited. This is an excellent opportunity to thank everyone for their efforts and begin planning for next year.
5. Ensure that any [Accident/Incident Report Forms](#) are submitted to SOA (also available as an [online form](#)).

#### **STEP 20: SANCTIONED COMPETITION POST-EVENT REPORT**

Complete Special Olympics Alberta's [Sanctioned Competition Post-Event Report](#)



### Section 3: Sample Critical Time Chart

STEPS	TIMING	ACTION	DOCUMENTS	LEAD
<b>1-5</b>	8 months to 1 year	Identify potential members of local organizing committee (LOC) <ul style="list-style-type: none"> <li>Competition Coordinator</li> <li>Head Official(s)</li> <li>Event Management Team <ul style="list-style-type: none"> <li>Food Services</li> <li>Registration</li> <li>Medical</li> <li>Venue Prep team</li> <li>Ceremonies</li> </ul> </li> </ul>	Volunteer role descriptions	Comp. Coordinator
		Host initial organizing committee meeting	Agenda & minutes	Comp. Coordinator
		Identify facility requirements and make request in writing to appropriate governing body	Facility contract	Comp. Coordinator
		Produce initial registration package (see attachment for example and budget)	Registration package	LOC
<b>6</b>	6 months	Submit application for sanctioning	SOA Sanction Application Form	Comp. Coordinator
<b>7-10</b>	5 months	Host organizing committee meeting	Agenda & minutes	Comp. Coordinator
		Send registration packages to SOA for posting and distribution	Registration package	LOC
		Begin recruitment of 'Day Of' volunteers <ul style="list-style-type: none"> <li>Sport Specific Officials</li> <li>Peripheral volunteers <ul style="list-style-type: none"> <li>Food Services</li> <li>Medical</li> <li>Registration</li> <li>Venue prep</li> <li>Awards</li> </ul> </li> </ul>	Volunteer forms and position descriptions	LOC
	4 months	Contact Law Enforcement agencies		LOC
		Order awards (can be done up to one month before the competition, if required)		LOC
	3 months	Confirm volunteer availability <ul style="list-style-type: none"> <li>Sport Specific Official</li> <li>Peripheral volunteers, (food services, medial, registration, venue prep, ceremonies, etc.)</li> </ul>	Registration forms Volunteer registration forms	LOC
	2 months	Confirm registration	Registration forms	LOC
		Re-confirm availability of facility		Comp. Coordinator
<b>11-12</b>	6 weeks	Confirm availability of required equipment		Comp. Coordinator
		Notify food services committee of expected number of registered participants	Facility contract	Comp. Coordinator
		Final deadline for registrations - confirm number of participants	Registration forms	LOC
		Determine competition format and begin the divisioning process	Registration forms	LOC



STEPS	TIMING	ACTION	DOCUMENTS	LEAD
		Send confirmation of registration to appropriate locals and coaches, include: <ul style="list-style-type: none"> <li>Schedule of events including coaches meeting</li> <li>SOC rules and tournament rules</li> <li>Location of venues, include maps if possible</li> <li>Requests for missing information - medical forms, registration fees, etc.</li> </ul>	Confirmation letters	Comp. Coordinator
	1 month	Collect registration fees	Budget	LOC
		Contact local media and inform them of the event details	Media advisory	LOC
		Contact your Athlete Speaker and Speech Coach to say the Oath and thank volunteers/sponsors		LOC
13 to 18	2 weeks	Send detailed requirements to volunteers Ensure availability of proper paperwork for the event, i.e. score sheets, line-up cards, officials comment cards, orientation package, etc.	Volunteer details Dependent on sport	LOC LOC & Sport Specific Officials
	1 week	Re-confirm 'Day of' volunteers are in place and sure of their roles <ul style="list-style-type: none"> <li>Sport Officials</li> <li>Food Services <ul style="list-style-type: none"> <li>Confirm all is in place, arrival time, setup, time to serve athletes, coaches and volunteers</li> </ul> </li> <li>Medical</li> <li>Venue Prep</li> <li>Ceremonies</li> </ul>	Volunteer list	LOC
	Day before	Pick up facility key if necessary (have a contact number for the facility should a problem arise)	Facility contract	Comp. Coordinator
		Ensure the facility is in working order and all required equipment is on hand		Comp. Coordinator
	Event Day	Arrive 2 hours before start of competition		Comp. Coordinator
		If volunteers have not registered, register them using the SOA One Day Volunteer form	SOA One Day Volunteer Form	Comp. Coordinator
		Post volunteer position descriptions if necessary	Volunteer position descriptions	Comp. Coordinator
		Set-up before first athlete/coach arrives		Comp. Coordinator
		Confirm rosters/registration of athletes		Comp. Coordinator
19-20	2 weeks following event	Send official results package to SOA and attending Head Coaches	Results package	Comp. Coordinator
		Return borrowed equipment		Comp. Coordinator
		Send thank you notes to sponsors, volunteers and facility manger (if applicable)	Thank you cards	LOC
		Host an Organizing Committee debriefing session	Agenda & minutes	Comp. Coordinator



## Section 4: LOC Volunteer Position Descriptions

The following section is a guide on how a local organizing committee (LOC) may be structured. The responsibilities listed below are not inclusive and are intended to be suggestions on how to divide tasks. Affiliates are encouraged to consider the size of their competition and their volunteer base before formalizing their organizing committee's volunteer position descriptions.

### COMPETITION COORDINATOR

- Assume responsibility for all areas pertaining to competition management.
- Establish an organizing committee to assist with the planning and hosting of the competition.
- Work with members of the organizing committee to:
  - Secure appropriate facilities.
  - Prepare an effective and realistic budget.
  - Ensure that the rules and regulations of both Special Olympics Alberta and the Provincial/National Sport Federations are adhered to throughout the competition.
  - Ensure the viability of facilities required for competition.
  - Compile a list and secure access to all required equipment (sport specific and logistical)
  - Establish an effective and realistic sport competition schedule.
  - Establish an effective and realistic logistical plan to deal with the set up and take down of the sport venues.
  - Establish an effective and realistic result reporting system.
  - Host regular meetings of the Organizing Committee, (meetings may take on any form, i.e. phone or in-person).
  - Develop and train key personnel about the Emergency Action Plan.
- Work within the policies and procedures of Special Olympics Alberta and Special Olympics Canada.

### ADMINISTRATIVE ASSISTANT

- Assist all members of the Organizing Committee with any administrative needs.
- Compile, copy and distribute the Registration Package.
- Accept registrations at the registration deadline.
- Assist in securing and producing all necessary sport reporting paperwork.
- Take minutes at meetings of the organizing committee and distribute to members.
- Assist with registration on competition day.
- Compile and distribute results following conclusion of the competition.

### FOOD SERVICES

- Assume responsibility for all aspects of the food services requirements including permits or licenses.
- Prepare a budget for the food services component of the competition.



- Responsible for the feeding of athletes, coaches and volunteers.
- Establish a menu for the competition.
- Source, order and coordinate the delivery of all food and supplies required on competition day.
- Recruit any need volunteers for assistance on competition day.

### **MEDICAL**

- Provide medical coverage for the duration of the competition for athletes, coaches and volunteers.
- Assist in the production of the Emergency Action Plan.
- Depending on the magnitude of the event ensure that local medical facilities are aware that the event is occurring in their area.

### **VENUE PREPARATIONS**

- Ensure that the venue is set up according to the rules and regulations of Special Olympics Canada and the Provincial/National Sport Federations.
- Develop a comprehensive logistical plan for the set-up and tear-down of the venue
- Work with the Competition Coordinator to ensure that all required equipment is available on competition day and is in good working order.
- Work with medical and food services to ensure that their respective venue areas are set up in a manner that reflects their requirements.
- On competition day be available to trouble shoot and ensure that viability of the venue throughout the competition.

### **AWARDS**

- Work with the organizing committee to establish what will be given for awards.
- Submit requests for ribbons to Special Olympics Alberta in the sanction application.
- Source out viable options for awards and work with the Competition Coordinator to develop a realistic budget.
- Develop a plan to present awards following the completion of the competition or throughout to prevent lengthy delays should there be an excess of events.
- Recruit volunteers to assist with presentation of awards.
- Ensure availability of a suitable location at the venue for the ceremonies.
- If a podium is used, ensure that it is safe and accessible for all athletes.

### **HEAD OFFICIAL**

- Work with the Competition Coordinator to determine the required sport officials.
- Responsible for recruiting and training, if applicable, the necessary sport specific officials to properly host the event.
- Ensure that the competition is run in accordance to the Special Olympics Canada Official Rules and Regulations and the Rules of the Provincial/National Sport Federations.



- Have final authority over all sport-specific rule interpretations and decision affecting the competition.



## Section 5: Competition Planning Meetings

### ELEMENTS OF EFFECTIVE MEETINGS

The following list has been provided as a basic outline of elements that make meetings effective.

1. Identify the objective of the meeting and each item on the agenda so participants can prepare to effectively contribute.
2. Consider who should attend the meeting and whether there are any matters that should be discussed one-on-one in advance to ensure expeditious decision-making.
3. Know what you expect each person to contribute and ensure that they are informed in advance of anticipated contributions so they can prepare accordingly.
4. Prepare an action-oriented meeting.
5. Prepare an agenda including content and timelines and distribute meeting materials in advance allowing participants to be prepared.
6. Choose an appropriate working environment.
7. Summarize decisions and key actions and distribute a follow-up report within three days of the meeting.
8. Review objectives/follow-up for next meeting at the end of each meeting.



### **SAMPLE AGENDA: COMPETITION PLANNING MEETING #1**

Suggested attendance: Competition Coordinator, meeting chair, representative(s) of the Affiliate Management Committee and individuals wishing to be a part of the Organizing Committee. The Competition Coordinator should come to the meeting with a competition date and back-up pre-selected.

- |  |            |
|--|------------|
| 1. Introductions   | 5 minutes  |
| 2. Review Committee Structure                                    | 10 minutes |
| ▪ Job Descriptions   |            |
| ▪ Organization Structure   |            |
| ▪ Role of Competition Coordinator                                |            |
| 3. Minimum Standards for Local/Provincial Qualifying Competition | 10 minutes |
| ▪ SOA Sanctioning Document                                       |            |
| 4. Timelines and action plan                                     | 20 minutes |
| ▪ Volunteer recruitment strategies                               |            |
| ▪ Facility bookings  |            |
| ▪ Sport officials  |            |
| ▪ Food services  |            |
| ▪ Registration Flow  |            |
| 5. Review Budget Guidelines                                      | 10 minutes |
| 6. Next Steps  | 5 minutes  |

#### **FOR MEETING #2**

Have submitted application for sanctioning to Special Olympics Alberta  
 Have draft registration package complete  
 Have menu developed  
 Have draft volunteer needs identified  
 Get quotes for awards





## **SAMPLE AGENDA: COMPETITION PLANNING MEETING #2**

Suggested attendance: Competition Coordinator, Organizing Committee

- |   |            |
|---|------------|
| 1. Introductions                        | 5 minutes  |
| 2. Where are we now - committee reports | 15 minutes |
| ▪ Updates                               |            |
| ▪ Where should we be?                   |            |
| 3. Registration                         | 10 minutes |
| ▪ Review Package                        |            |
| 4. Schedule                             | 10 minutes |
| ▪ Review preliminary schedule           |            |
| 5. Divisioning                          | 10 minutes |
| 6. Seeding                              | 10 minutes |
| 7. Results                              | 10 minutes |
| ▪ Format                                |            |
| ▪ Report flow                           |            |
| 8. Next Steps                           | 5 minutes  |

### **FOR MEETING #3**

Review Emergency Action Plans  
Draft agenda for pre-competition coaches meeting  
Draft orientation package



### **SAMPLE AGENDA: COMPETITION PLANNING MEETING #3**

Suggested attendance: Competition Coordinator, Organizing Committee

- |   |            |
|---|------------|
| 1. Introductions                        | 5 minutes  |
| 2. Where are we now - committee reports | 15 minutes |
| ▪ Updates                               |            |
| ▪ Where should we be?                   |            |
| 3. Registration                         | 15 minutes |
| ▪ Review procedures for:                |            |
| ▪ Volunteer Registration                |            |
| ▪ Athlete Registration                  |            |
| 4. Schedule                             | 10 minutes |
| ▪ Confirm event schedule                |            |
| 5. Awards                               | 10 minutes |
| ▪ Review awards procedure               |            |
| 6. Venue Preparations                   | 10 minutes |
| ▪ Review venue set-up/take down plan    |            |
| 7. Next Steps...                        | 5 minutes  |
| ▪ Next meeting - competition day        |            |



## Section 6: Competition Planning Resources

Agreeing to host a competition can be intimidating, whether it is your first time or if your Affiliate has hosted many times in the past. There are many resources who can be contacted for assistance. The following resources can help you with everything from accessing certified officials to securing facilities and equipment for your competition. Always feel welcome to ask for assistance!

### Special Olympics Alberta Contact:

Special Olympics Alberta  
12122 68 Street NW  
Edmonton, Alberta T5B 1R1  
Toll-free: 800-444-2883  
E-mail: [info@specialolympics.ab.ca](mailto:info@specialolympics.ab.ca)  
Website: [www.specialolympics.ca/alberta](http://www.specialolympics.ca/alberta)

Denise Fisher  
Manager of Youth, Competitions & Sport  
800-444-2883 x1005  
[DFisher@specialolympics.ab.ca](mailto:DFisher@specialolympics.ab.ca)

### Provincial Sport Organizations Contacts:

#### Alpine Skiing

Alberta Alpine  
<http://albertaalpine.ca/>  
403-609-4730  
[memberservices@albertaalpine.ca](mailto:memberservices@albertaalpine.ca)

#### Athletics (Track & Field)

Athletics Alberta  
<https://athleticsalberta.com/>  
780-427-8792  
[info@athleticsalberta.com](mailto:info@athleticsalberta.com)

#### Basketball

Alberta Basketball  
<http://www.abbasketball.ca/>  
780-427-9044  
[info@basketballalberta.ca](mailto:info@basketballalberta.ca)

#### Bowling (5 & 10 Pin)

Bowl Alberta  
<http://bowlab.ca/>  
780-422-8251  
[bpaa@bowlab.ca](mailto:bpaa@bowlab.ca)

#### Bocce

Special Olympics Alberta  
[www.specialolympics.ca/alberta](http://www.specialolympics.ca/alberta)  
800-444-2883  
[info@specialolympics.ab.ca](mailto:info@specialolympics.ab.ca)

#### Cross Country Skiing

Cross Country Alberta  
<https://www.xcountryab.net/>  
780-415-1738  
[cca@xcountryab.net](mailto:cca@xcountryab.net)

#### Curling

Curling Alberta  
<https://curlingalberta.ca/>  
780-454-2875  
[info@curlingalberta.ca](mailto:info@curlingalberta.ca)

#### Figure Skating

Skate Canada: Alberta-NWT/Nunavut  
<http://skateabnwtun.ca/>  
866-294-0663  
[info@skateabnwtun.ca](mailto:info@skateabnwtun.ca)

#### Floor Hockey

Special Olympics Alberta  
[www.specialolympics.ca/alberta](http://www.specialolympics.ca/alberta)  
800-444-2883  
[info@specialolympics.ab.ca](mailto:info@specialolympics.ab.ca)

#### Golf

Alberta Golf  
<https://albertagolf.org/>  
403-236-4616  
[info@albertagolf.org](mailto:info@albertagolf.org)

**Powerlifting**

Special Olympics Alberta  
[www.specialolympics.ca/alberta](http://www.specialolympics.ca/alberta)  
800-444-2883  
[info@specialolympics.ab.ca](mailto:info@specialolympics.ab.ca)

**Snowshoeing**

Special Olympics Alberta  
[www.specialolympics.ca/alberta](http://www.specialolympics.ca/alberta)  
800-444-2883  
[info@specialolympics.ab.ca](mailto:info@specialolympics.ab.ca)

**Softball**

Softball Alberta  
<https://www.softballalberta.ca/>  
780-461-7735  
[info@softballalberta.ca](mailto:info@softballalberta.ca)

**Swimming**

**Swim Alberta**  
<https://swimalberta.ca/>  
780-415-1780  
[Contact by email](#)

**Rhythmic Gymnastics**

Rhythmic Gymnastics Alberta  
<https://rgalberta.com/>  
780-427-8152  
[rgalberta@gmail.com](mailto:rgalberta@gmail.com)

**Soccer**

Alberta Soccer Association  
<https://albertasoccer.com/>  
866-250-2200  
[office@albertasoccer.com](mailto:office@albertasoccer.com)

**Speed Skating**

Alberta Speed Skating  
<https://www.albertaspeedskating.ca/>  
403-220-7911  
[info@aassa.ca](mailto:info@aassa.ca)



## Section 7: Emergency Action Planning

Emergency Action Plans (EAPs) are an important consideration in the hosting of competitions. While it is likely never used, when needed EAPs contain valuable information, tools, and direction to help ensure the safety of all participants.

### Emergency Action Plans for Coaches:

The Coaching Association of Canada recommends the following be included within an Emergency Action Plan for coaches:

- Designate in advance who is in charge if an emergency occurs (this may be you).
- Have a cell phone with you and make sure the battery is fully charged. If this is not possible, find out the exact location of a telephone you can use at all times. Have spare change in case you need to use a pay phone.
- Have emergency telephone numbers with you (facility manager, superintendent, fire, police, ambulance as well as athletes' contact numbers (parents/guardians, next of kin, family doctor).
- Have on hand a medical profile for each athlete so that this information can be provided to emergency medical personnel. Include in this profile signed consent from the parent/guardian to authorize medical treatment in an emergency.
- Prepare directions for Emergency Medical Services (EMS) to follow to reach the site as quickly as possible. You may want to include information such as the closest major intersection, one-way streets, or major landmarks.
- Have a first-aid kit accessible and properly stocked at all times (all coaches are strongly encouraged to pursue first-aid training).
- Designate in advance a call person: the person who makes contact with medical authorities and otherwise assists the person in charge. Be sure that your call person can give emergency vehicles precise directions to your facility or site.

### [Coaching Association of Canada: Emergency Action Plan Checklist](#)

Each Head Coach should have records of each of their athletes and their unique medical needs, as well as EAPs specific to their training environments. More information can be reviewed in [Special Olympics Canada's EAP Reference Guide](#).

### Emergency Action Plans for Competition:

Preparing an EAP for a competition that you are hosting may vary slightly from that of a coach due to the responsibility the host has for the safety of all participants: athletes, coaches, competition officials, volunteers, parents/guardians and spectators.

Some items to consider for inclusion in an EAP are:

- The best way to integrate with the venue's EAP
- Including a list of all known participants (athletes, coaches, officials, and volunteers) in areas that are easily accessible (i.e. at multiple exit points) to facilitate head counts.
- Attaching a whistle or other means of obtaining attention quickly over the noise of the competition.



- For outdoor events, what is the procedure to ensure shelter in the event of inclement or severe weather? What is the back-up plan?
- Strategically placing Emergency Action Plans in plastic folders in each venue area and at emergency exits. This can include the list of all participants, cell phone numbers of the head coaches and other key personnel. Maps to the exit points, muster points, first aid stations, AED locations, etc. can also be included for easy reference. It is also suggested that copies of competition, volunteer, and officials scheduled be included.
- A sample of the EAP used for the Northern Floor Hockey League is included in Appendix B (note that the phone numbers have been removed, and team, volunteers and officials' lists excluded).

Volunteer orientation should include key components of the Emergency Action Plan including the location of first aid, AEDs, emergency exits, muster points, and location of EAP folders. A general overview of the EAP should be provided. Key personnel and Head Coaches should receive a copy of the EAP to review in advance.



## Section 8: Sample Competition formats for Team Sports

### Calculation of Points at a Tournament Competition (Floor Hockey, Soccer and Softball)

When running a team sport competition, the following points for a win/loss/tie must be allocated as follows:

Win	3 points
Tie	2 points
Loss	1 points

For example:

<b>Team A</b>		<b>Team B</b>	
2 wins	=	6	2 wins = 6
1 tie	=	2	2 ties = 4
2 losses	=	2	1 loss = 1
		10	11 [Team B wins]

In the event of a tie in total points following the round robin, then the least amount of total "goals against" shall be calculated:

<b>Team A Game Score</b>	<b>Team B Game Score</b>
<u>5</u> to 1	<u>9</u> to 3
<u>4</u> to 3	<u>7</u> to 6
<u>10</u> to 7	<u>3</u> to 3
<u>1</u> to 1	<u>5</u> to 5
<u>3</u> to 6	<u>2</u> to 2
3 wins, 1 tie, 1 loss	2 wins, 3 ties, 0 loss
12 win/tie/loss points	12 win/tie/loss points
Goals Against: 18	19 [Team A wins]

- In the event the two teams are still tied the winner will be determined by the toss of a coin.
- In medal rounds ties will be broken using the tie breaking procedures of the National and/or International Sport Federations, which can be, found in their respective rulebooks.

*\*For the sport of Curling, please refer to the Sport Specific Supplement.*



### 3 TEAM DRAWS

# OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL # OF GAME SLOTS	COMMENTS
2 Games	Single Game Round Robin	N/A	3	
3 Games	Single Game Round Robin	2 <sup>nd</sup> v. 3 <sup>rd</sup> (1 <sup>st</sup> v. Winner of 1)	5	1 team will be required to play 4 games.
4 Games	Double Game Round Robin	N/A	6	

### 4 TEAM DRAWS

# OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL # OF GAME SLOTS	COMMENTS
2 Games	Double Elimination	N/A	4	First round games determined by a random draw.
3 Games	Single Game Round Robin	N/A	6	
4 Games	Single Game Round Robin	1 <sup>st</sup> v. 2 <sup>nd</sup> 3 <sup>rd</sup> v. 4 <sup>th</sup>	8	

### 5 TEAM DRAWS

# OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL # OF GAME SLOTS	COMMENTS
2 Games	Randomly draw 2 opponents for each team	N/A	5	
3 Games	Randomly draw 3 opponents for each team	N/A	7	1 team will be required to play 4 games.
4 Games	Single Game Round Robin	N/A	10	

### 6 TEAM DRAWS

# OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL # OF GAME SLOTS	COMMENTS
2 Games	Randomly draw 2 opponents for each team	N/A	6	
3 Games	2 pools, (A and B) of 3 teams - Single Game Round Robin within pool.	1 <sup>st</sup> A v. 1 <sup>st</sup> B 2 <sup>nd</sup> A v. 2 <sup>nd</sup> B 3 <sup>rd</sup> A v. 3 <sup>rd</sup> B	9	
4 Games	Randomly draw 3 opponents for each team	1 <sup>st</sup> v. 2 <sup>nd</sup> 3 <sup>rd</sup> v. 4 <sup>th</sup> 5 <sup>th</sup> v. 6 <sup>th</sup>	12	





## 7 TEAM DRAWS

# OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL # OF GAME SLOTS	COMMENTS
2 Games	Randomly draw 2 opponents for each team.	N/A	7	
3 Games	Randomly draw 2 opponents for each team	1 <sup>st</sup> v. 2 <sup>nd</sup> 3 <sup>rd</sup> v. 4 <sup>th</sup> 5 <sup>th</sup> v. 6 <sup>th</sup>	10	7 <sup>th</sup> place team will only play 2 games as they will be eliminated after the 1 <sup>st</sup> round.
4 Games	Randomly draw 2 opponents for each team	4 team - Double Elimination 3 team - Single Game Round Robin	14	Following the 1 <sup>st</sup> round teams are re-ranked 1 - 7. Teams ranked 1 through 4 go onto play for 1 <sup>st</sup> - 4 <sup>th</sup> and teams ranked 5 <sup>th</sup> - 7 <sup>th</sup> play for 5 <sup>th</sup> to 7 <sup>th</sup> place.

## 8 TEAM DRAWS

# OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL # OF GAME SLOTS	COMMENTS
2 Games	Randomly draw 2 opponents for each team.	N/A	8	
3 Games	Randomly draw 2 opponents for each team.	1 <sup>st</sup> v. 2 <sup>nd</sup> 3 <sup>rd</sup> v. 4 <sup>th</sup> 5 <sup>th</sup> v. 6 <sup>th</sup> 7 <sup>th</sup> v. 8 <sup>th</sup>	12	
4 Games	2 pools, (A and B of 4 teams - Single Game Round Robin within pool.	1 <sup>st</sup> A v. 1 <sup>st</sup> B 2 <sup>nd</sup> A v. 2 <sup>nd</sup> B 3 <sup>rd</sup> A v. 3 <sup>rd</sup> B 4 <sup>th</sup> A v. 4 <sup>th</sup> B	16	The 1 <sup>st</sup> place team in each division play for 1 <sup>st</sup> and 2 <sup>nd</sup> and the 2 <sup>nd</sup> place teams play for 3 <sup>rd</sup> and 4 <sup>th</sup> and so on.



## Section 9: Awards Ceremonies

The awards ceremony provides an opportunity to recognize athletes' accomplishments in a dignified and enthusiastic atmosphere that reflects the Special Olympics tradition. The location of the ceremony should be very visible to spectators and large enough for photographs to be taken. It is suggested that the awards be presented immediately following the competition. As some divisions may not be scheduled to finish at the same time, it is favorable to schedule these divisions to take place away from where the awards ceremony will occur. This allows the organizing committee to set up the awards area without disturbing the conclusion of the competition while minimizing the waiting period while set-up occurs. Any protests should be handled prior to the awards ceremony.

### Awards Ceremony Protocol


1. All athletes should be recognized for their participation even if they were not successful in finishing first through third. Enough participation ribbons should be given to the coach to be handed out after the awards ceremony.
2. Athletes that are not able to finish the competition for whatever reason should also receive a participation ribbon.
3. Athletes finishing 1<sup>st</sup> through 3<sup>rd</sup> should receive 1<sup>st</sup> through 3<sup>rd</sup> ribbons respectively and/or gold, silver and bronze recognition respectively.
4. Once the results are made official by the results coordinator or the individual responsible for final results in your structure the results should be handed to the individual responsible for giving the awards.
5. Once they have completed competition, an escort should bring athletes to the awards area. Athletes should be asked to sit in their respective order of placement. Athletes are then asked to wait for their division or event to be called.
6. When the athletes are called for their division or event all three athletes, first, second and third should approach the awards podium together. A nice touch is to try and have some music playing while the athletes are approaching the awards podium.
7. As the athletes are approaching the podium to take their places the announcer might say: "Ladies and gentlemen...It is my pleasure to announce the results of '**Event Name - Division Number**'. In third place - **Athlete Name and Affiliate**, in second place - **Athlete Name and Affiliate** and in first place - **Athlete Name and Affiliate**".
8. The presenter then gives the award to the athlete and shakes his/her hand. This process repeats itself for second and first place.
9. Sufficient time should be allowed between individual presentations in order to allow family and friends the opportunity to take photos and enjoy the moment.
10. Once the awards are presented, escorts should lead athletes away from the awards area.

Consider inviting any of the following to participate in the awards presentations:

- Elected officials (MLAs, MPs, mayor, councilors, etc.)
- Law enforcement officers
- Sponsors and supporters
- Members of the media
- Members of the SOA Board of Directors
- Members of the AMC
- Honoured volunteers or officials



### APPENDIX A: REQUEST FOR INSURANCE CERTIFICATE

<b>Canadian Special Olympics</b> <b>REQUEST FOR INSURANCE CERTIFICATE</b>		<b>Special Olympics</b> <b>Alberta</b> 
<b>DATE:</b>	<b>CHAPTER: ALBERTA</b>	<b>REQUESTED BY:</b>
<b>IS THIS A TORCH RUN EVENT? Yes      No</b>		<b>SPECIAL OLYMPICS ALBERTA –</b>
<b>1.EVIDENCED TO:</b> <u>NAME AND ADDRESS OF ORGANIZATION REQUESTING THE CERTIFICATE</u> (usually the owners of the property – a city or corporation)		
<b>2.CERTIFICATE APPLIES TO:</b> <u>Actual location</u> and name or <u>full description</u> of event, including dates and times		
<b>3.COMMENTS:</b> Whoever is specifically requested as Additional Insured by the organization it is evidenced to (#1 above). This could be the same or different from #1 and #2 above.		

Submit to Michele Lichak, Administrative Coordinator for Special Olympics Alberta, at [MLichak@specialolympics.ab.ca](mailto:MLichak@specialolympics.ab.ca)

## APPENDIX B: EMERGENCY ACTION PLAN EXAMPLE

### Emergency Numbers:

Security Dispatch (24 hours): [XXX-XXX-XXXX] (Security Dispatch will call 9-1-1/emergency services)

Name, League Administrator: [XXX-XXX-XXXX]

Denise Fisher, Special Olympics Alberta: [XXX-XXX-XXXX] (may not be onsite)

Affiliate Contact: [XXX-XXX-XXXX] (may not be onsite)

Emergency Services: 9-1-1 (only if Security Dispatch cannot be reached)

Edmonton EXPO Centre: 7515 - 118 Avenue in Edmonton (Hall A)

**FIRST CONTACT IN ALL EMERGENCY SITUATIONS IS SECURITY DISPATCH (24 HOURS): 780-471-7222**

### **FIRE ALARM**

#### **FIRST STAGE - ALERT ONLY: SLOW-PACED INTERMITTENT AUDIO TONE AND FLASHING STROBE LIGHTS**

- A slow-paced intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue. This alarm signals that the alarm system has been activated either through a pull station or a smoke or fire detector. Evacuation is not necessary unless fire is obvious. This will last approximately 5 minutes and/or less dependent on the nature of the situation.
- All games/practice should immediately cease.
- League Administrator will retrieve closest EAP package and direct coaches, officials, spectators and Equipment Coordinator to prepare for evacuation.
- Evacuation not required, but preparations to leave the building should be made.

#### **SECOND STAGE - EVACUATE: FAST-PACED INTERMITTENT AUDIO TONE AND FLASHING STROBE LIGHTS**

- A fast-paced intermittent audio tone accompanied by flashing strobe lights will be seen and heard throughout the venue.
- League Administrator should retrieve closest EAP package (one located at external exit doors and one at mall doors) and direct coaches, officials, spectators and Equipment Coordinator to immediately evacuate.
- Immediately evacuate. Leave the building via the nearest exit proceed to Muster Point 1. (Muster Point 1 is the North Muster Point located east of Pedway and next to 118 Avenue pedestrian stairs.)
- Follow specific evacuation instructions from loud speakers or from trained venue staff.
- Never put yourself in danger. Do not return until declared safe to do so by venue staff.
- Head Coaches to perform roll call and report to League Administrator.
- League Administrator to collect roll call results, ensure that the Referees and Equipment Coordinator have been accounted for, and communicate any missing individuals to Expo Centre.
- Special Olympics Edmonton Head Coaches will confirm that the League Administrator successfully evacuated.

### **FIRE EMERGENCY**

If you see a fire or smoke:

- Leave the fire area immediately and close the door behind you.
- Activate the nearest fire alarm.
- Leave the building by the nearest exit and proceed to the Muster Point 1 (League's muster point, if safe).

### **MEETING/MUSTER LOCATIONS**

1. North Muster Point ▪ East of Pedway and next to 118 AVE pedestrian stairs (League's muster point, if safe).
2. South East Muster Point ▪ Light pole "West-7" located behind Hall H.
3. South Muster Point ▪ "Double headed" light located on the North grass, directly South of C6 & C7 overhead doors.



## APPENDIX B: EMERGENCY ACTION PLAN EXAMPLE

### Emergency Information:

**Security Dispatch (24 hours): [XXX-XXX-XXXX]** (Security Dispatch will call 9-1-1/emergency services)

**Name, League Administrator: [XXX-XXX-XXXX]**

**Denise Fisher, Special Olympics Alberta: [XXX-XXX-XXXX]** (may not be onsite)

**Affiliate Contact: [XXX-XXX-XXXX]** (may not be onsite)

**Emergency Services: 9-1-1** (only if Security Dispatch cannot be reached)

**Edmonton EXPO Centre: 7515 - 118 Avenue in Edmonton (Hall A)**

**FIRST CONTACT IN ALL EMERGENCY SITUATIONS IS SECURITY DISPATCH (24 HOURS): 780-471-7222**

### MEDICAL

#### MINOR MEDICAL ISSUE

- Initial assessment done by Head Coach or designate.
- First aid supplies accessed from team's first aid kit (League Administrator will have additional first aid supplies and cold packs if required).

#### SERIOUS INJURY

- Initial assessment done by Head Coach or individual designated by Head Coach. Head Coach remains with athlete.
- If ambulance, AED, or other medical support is needed, team's designated call person (secondary coach or League Administrator) calls Security Dispatch at **780-471-7222**.
- Team's call person provides exact location and detailed information of the injury to Security Dispatch.
- Security Dispatch contacts 9-1-1. If Security Dispatch cannot be reached, call 911.
- League Administrator or individual(s) directed by League Administrator ensures safe area around injured athlete and clear paths to injured athlete for emergency services.
- Uninvolved coaches and volunteers remain with their teams and keep all participants calm, providing support to affected team's volunteers as needed.

Hospital	Address	Phone	24h Emergency
Grey Nuns	30 Ave. & 62 St. (Edmonton)	780-735-7700	780-735-7181
Misericordia	16949 87 Ave. (Edmonton)	780-735-2000	780-735-2717
Royal Alexandra	10240 Kingsway Ave.	780-735-4111	780-735-4444
Sturgeon Hospital	201 Boudreau St. (St. Albert)	780-418-8200	780-418-8228
University of Alberta & Stollery	8440 112 St. (Edmonton)	780-407-8822	780-407-8432

### OTHER

#### VENUE LOCKDOWN

- Follow all directions of EXPO Centre Security, Edmonton Police Services, or other emergency personnel.
- League Administrator should retrieve closest EAP package (located at external exit and at mall doors).
- Head Coaches conduct a roll call of their athletes, coaches and volunteers and report any missing individuals to League Administrator.
- League Administrator to collect roll call results, ensure that the Referees and Equipment Coordinator have been accounted for, and communicate any missing individuals to Expo Centre.

Security Dispatch is the point of contact and communication for all security matters, all types of emergencies, incidents, and medical situations. Edmonton EXPO Centre Dispatch contact is (780) 471-7222. Situations include:

- Suspicious items, unattended bags or packages
- All alcohol related issues, including outside liquor and intoxication and underage consumption
- Any physical altercations or verbal threats made towards others
- An unruly, verbally abusive or out of control coach, volunteer, spectator or athlete
- Missing persons
- Property damage
- Theft
- Mental health issues or other health issues
- Any unsafe situations

## APPENDIX B: EMERGENCY ACTION PLAN EXAMPLE



## APPENDIX B: EMERGENCY ACTION PLAN EXAMPLE

