



***Special Olympics***  
***British Columbia***

**SPECIAL OLYMPICS BC**  
**EVENT PLANNING GUIDE**  
**Updated August 2008**

Welcome to the wonderful world of competition planning? All athletes and coaches look forward to testing their skills and abilities following a season of participation and practice. One of the guiding principles of the Special Olympics Canada Mission statement is: "Sport involves the matching of strength, endurance and physical skill in formalized settings with structured rules and determined outcomes". Through quality competitive opportunities like the competition you are planning for, we as an organization are able to move closer and closer to this goal.

This handbook has been put together to assist you in your quest to host a quality Special Olympic competition. In an ideal world we would be able to hand you a competition in a box that would plan the competition for you, unfortunately this is not reality at this time. The information in this handbook, taken from some of the foremost competition planners in our province and country is aimed at giving you some tools and resources to make the process of planning your competition a bit easier. It is not meant, nor should it be taken to be, the be all and end all of competition planning rather it should be viewed at as a tool to assist you in your journey. While many of the successes you will encounter will be a result of the information in this handbook the overall success of your competition will be dependent on you and your committee's creativity and foresight. To that end we encourage you to ask as many questions of as many people as possible as you know what they say, "Two heads are better than One"!

Good luck with your competition and remember there are many people out there willing to help were they can, all you need do is ask!

On behalf of the athletes and coaches of Special Olympics BC thank you for taking the time to plan and host a competition we look forward to attending.

#### **ADDITIONAL RESOURCES FOR COMPETITION PLANNING**

- 1) SOBC Event Planning Guide - Sport Specific Supplements**
  - Specific to each of Special Olympics BC 15 official sport programs, the Sport Specific Supplements contain information on required officials, event flow, equipment requirements, venue set-up and sample registration forms.
- 2) Special Olympics Canada Sport Rules Book**
- 3) Special Olympics BC Policies and Procedures Manual**
- 4) Special Olympics BC Sanctioning Procedures**
- 5) National/International Sport Federation Rule Books**

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***Special Olympics***  
***British Columbia***

**SECTION ONE**  
***20 STEPS TO SUCCESSFUL  
COMPETITION PLANNING***

## **SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE**

### **20 STEPS TO SUCCESSFUL COMPETITION PLANNING**

#### **A. INTRODUCTION**

This guide has been developed as a step by step tool to help Competition Coordinators provide a quality competitive opportunity for the athletes and coaches of Special Olympics BC. Special Olympics BC would like to thank Special Olympics Ontario for allowing the use of developed resources. It is through partnerships amongst organizations with common goals that we can put athletes and coaches in an atmosphere that fosters growth and excellence.

Special Olympics BC recommends that those performing the duties of Competition Coordinator have previous experience with both the organization and hosting of competition and a good working knowledge of the policies, procedures and rules of Special Olympics in Canada and British Columbia.

It is also recommended that individual wishing to take on the role of Competition Coordinator gain access to the Special Olympics BC Policy and Procedures manual and the Special Olympics Canada Official Sport Rules.

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

1. Well trained athletes
2. Knowledgeable well trained coaches and volunteers
3. Quality officials
4. Organized Games Committee
5. Proper divisioning and seeding

#### **D. RULES**

All Rules pertaining to the running of a Special Olympics Competition can be found in four (4) places:

1. The Special Olympics Canada Official Sport Rules Book
2. The National and/or International Sport Federation Rule Books, (sport specific)
3. The Special Olympics BC Website
4. The Special Olympics BC Sanctioning Procedure

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#### E. COMPETITION CLASSIFICATION

Type of Competition	Sub Categories	Host Responsibility
Local	Open, Invitational, Qualifier	Local Executive
Regional	Open, Invitational, Qualifier	Regional Coordinator
Provincial Games and/or Championships	Invitational, Qualifier	SOBC Provincial Office
National Games and/or Championships	Qualifier	SOC National Office
International Games	NA	Special Olympics Inc.

#### F. RESPONSIBILITIES OF THE COMPETITION COORDINATOR

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 paperwork.

\* For a more detailed job description refer to the section titled 'Job Descriptions'

#### G. 20 STEPS TO A SUCCESSFUL COMPETITION

##### Step 1 - Deciding to Host a Competition

1. Decide what type of competition is to be hosted
  - Local
  - Regional
  - Provincial, (responsibility for Provincial Game and/or Championships falls to Special Olympics BC)
2. Determine Access to appropriate facilities
  - 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.
  - In addition to the facility specifications found in the SOC Rule book and in the National/International Sport Federations Rulebooks 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
3. Determine level of support from SOBC Local
  - Proposed competitions must have the support of the SOBC Local Executive
4. Determine the length of the competition
  - 2 days
  - 1 and half days
  - 1 day
  - Half day
  - Etc...

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### **20 STEPS TO SUCCESSFUL COMPETITION PLANNING**

5. Decide the level of the competition
  - Open
  - Invitational
  - Qualifier
  - For team sports an ability classification should also be determined at this stage
    - A, B, C, Developmental or mixture of ability levels
6. 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
7. Dates
  - Competition dates should not conflict with other scheduled events - same sport in the area.
  - Should comply with facility availability
  - Should enhance your sport program in accordance with recognized Athletes Development needs.

#### ***Resources - Step 1***

- SOBC Provincial Office – Manager, Sport Development
- SOBC Calendar of Events - [www.specialolympics.bc.ca](http://www.specialolympics.bc.ca)
- SOBC Sanctioning Document
- SOBC Local Executive

#### **Step 2 - Arrange 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
    - Confirm what is and is not covered under the rental fee, i.e. additional staff and surcharges that may be added, i.e. 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.
2. Confirm Reservation (before applying for sanctioning from SOBC, confirm facility rental in writing with the facility manager). Be sure to include:
  - Facility costs
  - Dates and hours of rental
  - Staffing costs
  - Extra room rentals and associated costs, (if necessary)
  - Sign a contract

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### **20 STEPS TO SUCCESSFUL COMPETITION PLANNING**

#### **3. Liability**

- Contact Special Olympics BC for facility insurance forms. Determine your level of responsibility for damage sustained by the venue during the event.

#### ***Resources - Step 2***

- Municipal Parks and Recreation Departments
- SOBC Manager, Sport Development
- SOBC Local Executive

#### **Step 3 - Arrange an 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
3. The Competition Coordinator should outline the responsibilities, and a complete list of items to be looked after by each person.

##### **Key Persons:**

- Administrative Assistant
  - Food Services
  - Venue Prep
  - Awards
  - Medical
  - Head Official - Sport Officials
4. Depending on the magnitude of the event many of the positions on the organizing committee can be consolidated reducing the need for recruiting more and more volunteers.

#### ***Resources - Step 3***

- SOBC Local Executive and volunteer base

#### **Step 4 - Development of a Competition Budget**

1. Revenue Sources:
  - Entry/Registration Fees
  - Concessions
  - Sponsorships - Local Business/Club Members/Service Clubs/Community Sport Grants
  - Heat Sheets and Results Package sales to spectators
2. Potential Expenditures
  - Facility Rental
  - Equipment Rental
  - Food Costs
  - Stationary
  - Officials
  - Awards
3. Meet entry/registration fees should be kept as low as possible at all times
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.



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5. A competition should meet the needs of the athlete first and the administrators second. Remember if it is not in the best interest of the athlete do not even think about it!
6. Food Concessions - these are good sources of revenue plus they offer a service to spectators. Be sure to check with the facility regarding their policies on outside food services at their venue.

#### ***Resources - Step 4***

- SOBC Local Treasurer
- SOBC Manager, Sport Development
- Past competition budgets

#### **Step 5 - Develop the Competition Information and Registration Package**

1. The Competition Information must contain the following
  - The name of the competition
  - The type and classification of the competition, (i.e. Local or Regional, an ability classification if necessary).
  - Location of the Competition, (including address of the facility)
  - Date(s) of competition
  - Sanction Number (obtained from Special Olympics BC)
  - Start and Finish times
    - If it is a multiple day event be sure to include start and finish times for all days of the competition
  - Eligibility
    - Athlete and coach eligibility should conform to the Policies and Procedures of Special Olympics BC.
  - Entries
    - Identify how entering scores are to be submitted
  - Entry Fees
    - State entry fees for event and indicate what is included with the registration/entry fee, i.e. meals, dance, etc.
    - Registration/Entry fees as a rule of thumb should be kept as low as possible remembering competitive opportunities are for athlete development and should not be looked at as fundraising opportunities. (Registration fees should offset the costs incurred by the host local based on the budget for the competition).
  - Entry Deadline
    - Day, month and time should be stated
      - Deadline should be at least six (6) weeks before the competition
    - Describe procedure, if any, for late registrations
  - Competition Rules
    - Identify any competition rules keeping in mind that all Special Olympics BC competitions should be run in accordance with Special Olympics Canada Official Sport Rules.
  - Event List and/or schedule
    - Individual Sports
      - Identify how many events each athlete can register in keeping in mind the rules of the sport as stated in the Special Olympics Canada Official Sport Rules.
    - Team Sports
      - Identify the number of games each team can expect to play throughout the tournament

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### **20 STEPS TO SUCCESSFUL COMPETITION PLANNING**

- Outline the tournament/draw format to be followed
- Awards
  - Indicate type of awards and placing, e.g.
    - Participant Ribbons - All register participants
    - 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Placing - Appropriate placing ribbon
    - Overall winner, Team event - Trophy
- Accommodations
  - If you are expecting out of town teams identify the location of the nearest hotels to the venue and include where possible estimated costs and contact information.
- Contact Information
  - Include the name and contact information of the Competition Coordinator and if applicable the Administrative Assistant. Be sure to include times in which these individuals will be available to take calls and questions.

#### ***Resources - Step 5***

- SOBC Manager, Sport Development
- SOBC Policies and Procedures Manual
- Special Olympics Canada Sport Rules Book
- National and/or International Sport Federation Rule Books

#### **Step 6 - Apply for Competition Sanction**

1. Special Olympics BC must sanction all competitions. This ensures that rules, regulations and policies are adhered to.
2. Local Competitions
  - In order to receive sanctioning SOBC for a local level competition, organizing committees must complete the following tasks:
    - Complete the appropriate sections of the SOBC Sanctioning Form
    - Submit a copy of the SOBC Sanctioning Form with the relevant information at least three (3) months prior to the scheduled competition date.
3. Regional Qualifiers
  - Refer to the Special Olympics BC Sanctioning Document for the steps to follow in order to receive sanctioning for your event.
  - Registration Packages should not be sent out until Special Olympics BC grants a sanction for the competition.

#### ***Resources - Step 6***

- SOBC Manager, Sport Development
- SOBC Sanctioning Document

#### **Step 7 - Awards Selection and ordering**

The host community is responsible for arranging awards

1. Order your awards as soon as possible. One (1) month is usually the minimum requested time, but this will vary from supplier to supplier.
  - Participation ribbons and 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> placing ribbons can be ordered from Special Olympics BC, (contact 604.737.3078).

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2. 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 - do not have the awards dated so the excess may be used for future competitions.
3. Keep in mind the policies that exist for giving of awards at a Special Olympics competition, (refer to the Special Olympics BC Policy and Procedure manual for further details or contact the Provincial Office of SOBC at 604.737.3078 for assistance).

#### ***Resources - Step 7***

SOBC Manager, Sport Development

Other SOBC Local Competition Coordinators

#### **Step 8 - Mail out Meet Information**

1. Once Step #3 and #5, (Regional Qualifiers) have been completed, the competition information sheet is ready for typing and duplicating by the administrative assistant, (if applicable).
2. This information should be made available no later than five (5) months before the scheduled competition date.
3. Information should be sent to the local executive and coaches of the programs that you wish to invite or are mandated to invite by Special Olympics BC.

#### ***Resources - Step 8***

- SOBC Local Program Coordinator and Local Executive

#### **Step 9 - Organize Sport Specific Officials**

1. Where possible identify a head official whose primary responsibility will be to recruit and train, if necessary, the require officials for the competition.
2. Where possible the competition coordinator and/or head official should select qualified officials to work a competition, when not possible volunteers will need to be trained on how to effectively carry out their officiating duties. Keep in mind that for Regional Qualifiers there are certain requirements for officials that must be met in order to receive sanctioning from SOBC, (refer to the SOBC Sanctioning Document for further details).
3. 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
4. Where possible, a full slate of officials should be developed prior to the competition, striving for a 20% more than necessary to compensate for no shows and cancellations. Keep in mind if you are hosting a Regional Qualifying event certain officials need be in place before and application for sanctioning from SOBC can be made. Refer to the SOBC Sanctioning document for further details which sports are affected.

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5. Local and non-qualifying regional competitions are good opportunities to develop and train new officials.
6. Refer to the sport specific sections that follow for details on required officials.

#### ***Resources - Step 9***

- SO Manager, Sport Development
- Local Sport Clubs

#### **Step 10 - Equipment Check**

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

#### **General Rules**

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.

#### **Step 11 - Clear Venue Plans with the Facility Manager**

1. At this time establish with the Facility Manager
  - A. Who will be responsible for setting up the venue.
  - B. When the venue can be set up prior to the competition.
  - C. When access will be granted to the peripheral rooms needed for the event.
  - D. Concession area layouts, (if applicable).
  - E. Regulations as to where food will be permitted at the venue.
2. Take note and make signs for any special rules that the facility manager wants users to be aware of.

#### ***Resources - Step 11***

- Facility Manager

#### **Step 12 - Division the Competition**

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 the Special Olympics Inc. Official Divisioning Process, (refer to the SOBC Sanctioning Document for a copy of the Divisioning procedure).
3. Due to the logistical challenges associated with running a Local or Regional event it may not be possible to follow the divisioning procedure to the letter. 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 brought into question as a result.

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4. For assistance in divisioning events contact the SOBC Provincial Office at 604.737.3078 or toll free at 888.854.2276.

For the purposes of divisioning local to regional level competitions the following procedure should be followed:

#### *A. Individual Timed Sports*

Athletics, Aquatics, Cross Country Skiing, Snowshoeing and Speed Skating

1. At time of registration Local Coaches identify times generated by their athletes at events no earlier than three (3) months prior to the competition.
  - Should an athlete produce a time faster than the seed time submitted to the organizing committee prior to the competition the coach is obligated to submit the new time to the organizing committee prior to the start of the event, (only times greater than 10% faster than the initial seed time should warrant re-divisioning of an event).
2. If the competition is to be hosted over multiple days it is strongly recommended that divisioning events be hosted to more accurately reflect athlete ability and as such provide for a more quality competitive opportunity for all athletes.
  - Run divisioning heats for events in which there are more the eight (8)-registered participants.
  - Run divisioning heats on day one (1) of the competition with finals on day two (2).
  - In the sport of Aquatics, provided the schedule allows for it, it is not uncommon for divisioning heats to occur in the morning and final heats later in the evening of the same day.

#### Alpine Skiing

1. Local Coaches classify athlete(s) at the time of registration into one (1) of the following three (3) categories:
  - Novice, Intermediate or Advanced
2. Each category should then be further divided into divisions based on gender.
3. Athletes are asked to ski their first run of the Slalom, which is to be counted as one (1) of the two (2) timed runs,
4. While athletes are skiing the second of the two (2) timed Slalom runs the Chief of Race in conjunction with a SOBC Staff Representative, (if in attendance) and the Race Secretary will further division athletes based on ability determined by the results of the first timed Slalom run.
  - In certain circumstances athletes may be re-classified between the Novice, Intermediate and Advanced Categories. This decision is to be left up to the discretion of the Divisioning Committee.
5. Following the second timed Slalom run a coaches meeting should be held in which coaches are to be provided the results from the first timed Slalom run and the final divisions in which their athletes have been placed. At this time coaches are to be given the opportunity to provide their input into the breakdown of divisions.

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6. Immediately following the conclusion of the coaches meeting, coaches are to be handed the results from both the first and second timed Slalom runs including the final placing.
7. Divisions are assigned for the remainder of the events based on the divisions of the Slalom event

#### *B. Individual Judged Sports*

##### Rhythmic Gymnastics

In accordance with the Special Olympics Canada Official Divisioning Process and the Official Sport Rules for Rhythmic Gymnastics athletes will be divisioned based on identified ability, Level I, Level II, Level III or Level IV.

##### Figure Skating

In accordance with the Special Olympics Canada Official Divisioning Process and the Official Sport Rules for Figure Skating athletes will be divisioned based on gender and identified ability

Singles - Level I, Level II, Level III, Level IV, Level V and Level VI

Pairs - Level I, Level II and Level III

Ice Dancing - Levels Ia, b, & c, Level II, Level III and Level IV

##### Powerlifting

1. In accordance with the Special Olympics Canada Official Divisioning Process and the Official Sport Rules for Powerlifting athletes will be divisioned based on gender and ability only.
2. Athletes will be placed in divisions based on weight, which is to be taken the morning of competition according to the rules of the Canadian Powerlifting Union and the International Powerlifting Association.

#### *C. Individual Scored Events*

##### 5 Pin Bowling

1. In accordance with the Special Olympics Canada Official Divisioning Process and the Official Sport Rules for 5 Pin Bowling athletes will be divisioned on ability only.
2. Divisions are to be determined based on a teams' entering average verified by their home lanes.
3. All the other rules of divisioning still apply
  - Divisions will not contain fewer than three-(3) teams and will not exceed greater than eight (8) teams.
  - Where possible the entering average of the one team will not exceed a 15% difference of another team in the same division.

### 10 Pin Bowling

1. 10 Pin Bowling competitions are to be divisioned according to ability where possible.
2. Ability will be determined by the handicapping of an athlete(s) entering average based on the procedure outlined in the Special Olympics Canada Official Sport Rules Book.

### *D. Team Sports - Curling, Floor Hockey, Soccer and Softball*

#### Local Competitions

1. At the time of registration teams will be asked to identify their level of play as A, B, or C.
2. Teams will be divisioned based on their identified ability level.

#### Regional Competition/Qualifier

1. Local Coaches are required to complete the pre-competition questionnaire and submit it to the Competition Coordinator 30 days prior to the start of the competition.
2. Teams are to be divisioned in preliminary divisions based on the information presented on the teams' questionnaire.
3. Teams will be required to play a minimum of two (2) divisioning games before the start of the competition.
4. Divisioning games are to be conducted under the rules and regulations as they appear in the Special Olympics Canada Official Rules Book.
5. Within 30 minutes of each teams' final divisioning game they are required to submit the post divisioning questionnaire to the tournament director.
6. Following the divisioning round teams are to be divisioned according to the Special Olympics Canada Official Divisioning Process.

\* Forms can be found in the appropriate sport specific sections.

#### ***Resources - Step 12***

- SOBC Manager, Sport Development

#### **Step 13 - Gather all the required equipment**

1. Pick up all officials equipment
2. Pick up all sport specific equipment
3. Pick up all venue preparation equipment
4. Confirm equipment is in working order and conforms with sport rules

***Resources - Step 13***

- SOBC Local Equipment Manager
- Local Sport Club Equipment Manager
- SOBC Manager, Sport Development

**Step 14 - Produce all necessary paperwork**

1. Copy enough heat sheets and/or event draws for two (2) per registered team and extra for participants.
  - A good 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 volunteer job cards, (see attached for example)
4. 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
  - Tournament Coordinator contact information - incase of emergency
  - Souvenir prices, (if applicable)

**Step 15 - Complete Officials List and Re-confirm with Senior Officials**

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

**Step 16 - Ensure the Venue is set up correctly**

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 set-up and ready to go 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.



**Step 17 - Volunteer Registration**

1. Ask volunteers to arrive at least 30 minutes prior to the scheduled arrival of athletes and coaches or 30 minutes before their scheduled time.
2. Confirm that each volunteer understands the information presented on his or her job cards, (job cards should be mailed to all volunteers at least two (2) weeks before the competition. See attachment for an example of a job card).
3. Orientate volunteers to the venue so they can answer general questions should they be asked.
4. Direct sport specific officials to appropriate areas.

**Step 18 - Athlete/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.

**Step 19 - Make results available at the end of the competition**

Results:

1. All teams should receive a copy of the results within 14 days of the competition.
2. Optional - results packages may be made available to spectators for a nominal fee - potential source of revenue.
3. Regional Qualifier - In accordance with the requirements of sanctioning a complete results package must be sent to Special Olympics BC within 14 days of the completion of the competition.

**Step 20 - Clean up**

1. Ensure that all equipment is returned to the appropriate lender with a thankyou letter attached.
2. Pay all outstanding expenses.
3. Send thank you letters to all volunteers, facility personal and sponsors acknowledging their support of the event.
4. Host an informal 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.



***Special Olympics***  
***British Columbia***

**SECTION TWO**  
***COMPETITION PLANNING***  
***CRITICAL TIME CHART***

## SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

### CRITICAL TIME CHART - SAMPLE

(Time line is based on planning for a Regional Qualifier and may be adapted for local level competitions)

STEP (S)	TIME LINE	ACTION	REQUIRED PAPERWORK	RESPONSIBILITY	DIRECTED TO
<b>One (1) To Five (5)</b>	Eight (8) months To one (1) year	<ul style="list-style-type: none"> <li>Identify potential members of Organizing Committee               <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> </li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Regional Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
		<ul style="list-style-type: none"> <li>Host initial organizing committee meeting</li> </ul>	<ul style="list-style-type: none"> <li>Agenda/Minutes</li> </ul>	<ul style="list-style-type: none"> <li>Regional and/or Competition Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Provincial Office</li> </ul>
		<ul style="list-style-type: none"> <li>Identify facility requirements and make request in writing to appropriate governing body</li> <li>Produce initial registration package               <ul style="list-style-type: none"> <li>See attachment for example</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Facility Contract</li> <li>Registration Package</li> </ul>	<ul style="list-style-type: none"> <li>Regional and/or Competition Coordinator</li> <li>Organizing Committee</li> </ul>	<ul style="list-style-type: none"> <li>Local/Regional Coordinator</li> </ul>
<b>Six (6)</b>	Six (6) months	<ul style="list-style-type: none"> <li>Submit application for sanctioning               <ul style="list-style-type: none"> <li><b>(3 months for local level competitions)</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>SOBC Sanction Form</li> </ul>	<ul style="list-style-type: none"> <li>Competition Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Provincial Office</li> </ul>
<b>Seven (7) To Ten (10)</b>	Five (5) months	<ul style="list-style-type: none"> <li>Host 2<sup>nd</sup> organizing committee meeting</li> <li>Send registration packages to all locals within region</li> <li>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> </li> </ul>	<ul style="list-style-type: none"> <li>Agenda/Minutes</li> <li>Registration Package</li> <li>Volunteer Forms</li> </ul>	<ul style="list-style-type: none"> <li>Competition Coordinator</li> <li>Organizing Committee</li> <li>Organizing Committee</li> </ul>	<ul style="list-style-type: none"> <li>Provincial Office</li> </ul>

## SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

### CRITICAL TIME CHART - SAMPLE

STEP (S)	TIME LINE	ACTION	REQUIRED PAPERWORK	RESPONSIBILITY	DIRECTED TO
<b>Seven (7)  To  Ten (10)</b>	Three (3)months	<ul style="list-style-type: none"> <li>Confirm volunteer availability</li> <li>Sport Specific Official</li> <li>Peripheral volunteers, (food services, medial, registration, venue prep, ceremonies, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>Completed registration forms</li> <li>Volunteer registration forms</li> </ul>	<ul style="list-style-type: none"> <li>Organizing Committee</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
	Two (2) months	<ul style="list-style-type: none"> <li>Confirm registration</li> <li>Re-confirm availability of facility</li> <li>Confirm availability of required equipment</li> <li>Notify Food services committee of expected number of registered participants</li> </ul>	<ul style="list-style-type: none"> <li>Registration forms</li> <li>Facility contract</li> </ul>	<ul style="list-style-type: none"> <li>Organizing Committee</li> <li>Competition Coordinator</li> <li>Competition Coordinator</li> <li>Competition Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>N/A</li> <li>Facilities manager</li> <li>Food services</li> </ul>
<b>Twelve (12)</b>	Six (6) weeks	<ul style="list-style-type: none"> <li>Final deadline for registrations - confirm number of participants</li> <li>Determine competition format and begin the divisioning process</li> <li>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> </li> </ul>	<ul style="list-style-type: none"> <li>Registration forms</li> <li>Registration forms</li> <li>Confirmation letters</li> </ul>	<ul style="list-style-type: none"> <li>Organizing Committee</li> <li>Competition Coordinator and SOBC</li> <li>Organizing Committee</li> </ul>	<ul style="list-style-type: none"> <li>Food services</li> <li>Provincial Office</li> <li>Registered locals/coaches</li> </ul>
	One (1) month	<ul style="list-style-type: none"> <li>Collect registration fees</li> <li>Visit local media and inform them of the event details</li> <li>Contact your Athlete Speaker and Speech Coach to say the Oath and thank volunteers/sponsors</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Organizing Committee</li> <li>Organizing Committee</li> <li>Organizing Committee</li> </ul>	<ul style="list-style-type: none"> <li>Local Treasurer</li> </ul>

## SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

### CRITICAL TIME CHART - SAMPLE

STEP (S)	TIME LINE	ACTION	REQUIRED PAPERWORK	RESPONSIBILITY	DIRECTED TO
<b>Thirteen (13) to Nineteen (19)</b>	Two (2) weeks	<ul style="list-style-type: none"> <li>Send job cards to volunteers (see attached for an example)</li> <li>Ensure availability of proper paperwork for the event, i.e. score sheets, line-up cards, officials comment cards, orientation package, etc.</li> <li>Send copy of Divisioning/Seeding to SOBC Provincial Office</li> </ul>	<ul style="list-style-type: none"> <li>Volunteer job cards</li> <li>Dependant on sport</li> <li>Divisioning/Seeding round information</li> </ul>	<ul style="list-style-type: none"> <li>Organizing Committee</li> <li>Organizing Committee and Sport Specific Officials</li> <li>Competition Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>'Day of' Volunteers</li> <li>N/A</li> <li>Manager, Sport Development</li> </ul>
	One (1) week	<ul style="list-style-type: none"> <li>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> </li> </ul>	<ul style="list-style-type: none"> <li>Volunteer list</li> </ul>	<ul style="list-style-type: none"> <li>Organizing committee</li> </ul>	<ul style="list-style-type: none"> <li>'Day of' Volunteers</li> </ul>
	Day before	<ul style="list-style-type: none"> <li>Pick up facility key if necessary (if you do not have to use a key ensure that you have a contact number for the facility should a problem arise).</li> <li>Ensure the facility is in working order and all required equipment is on hand</li> </ul>	<ul style="list-style-type: none"> <li>Facility contract</li> </ul>	<ul style="list-style-type: none"> <li>Competition Coordinator</li> <li>Competition Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> <li>N/A</li> </ul>
	Event Day	<ul style="list-style-type: none"> <li>Arrive two (2) hours before start of competition</li> <li>If volunteers have not registered, register them using the SOBC One Day Volunteer form</li> <li>Post volunteer job descriptions if necessary</li> <li>Have venue set-up before first athlete/coach arrive</li> <li>Confirm rosters/registration of athletes.</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Competition Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

## SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

### CRITICAL TIME CHART - SAMPLE

STEP (S)	TIME LINE	ACTION	REQUIRED PAPERWORK	RESPONSIBILITY	DIRECTED TO
<b>Twenty (20)</b>	Two (2) weeks following event	<ul style="list-style-type: none"> <li>▪ Send Official Results Package to Regional Coordinator/Provincial Office and attending Head Coaches</li> <li>▪ Return borrowed equipment</li> <li>▪ Send thankyou notes to sponsors, volunteers and facility manger (if applicable)</li> <li>▪ Host an Organizing Committee debriefing session</li> </ul>	<ul style="list-style-type: none"> <li>▪ Results Package</li> <li>▪ Thankyou Cards</li> <li>▪ Agenda/Minutes</li> </ul>	<ul style="list-style-type: none"> <li>▪ Competition Coordinator</li> <li>▪ Organizing Committee</li> <li>▪ Competition and Regional Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provincial Office</li> <li>▪ Volunteers, Sponsors and Facility Manager</li> <li>▪ Organizing Committee</li> </ul>



***Special Olympics***  
***British Columbia***

**SECTION THREE**  
***JOB DESCRIPTIONS***  
***ORGANIZING COMMITTEES***

## **SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE**

### **ORGANIZING COMMITTEE - JOB DESCRIPTIONS**

The following section is meant to be a guide as to how you might be able to structure your committee. The responsibilities listed below are not inclusive and are only suggestions as to how you might want to divide up the tasks.

#### **COMPETITION COORDINATOR**

##### *Responsibilities:*

- 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 BC 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).
- Work within the policies and procedures of Special Olympics BC and Special Olympics Canada as they appear in the SOBC Policies and Procedures Manual.

#### **ADMINISTRATIVE ASSISTANT**

##### *Responsibilities:*

- 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 - distribute to members.
- Assist with registration on competition day.
- Compile and distribute results following conclusion of the competition.

#### **FOOD SERVICES**

##### *Responsibilities:*

- Assume responsibility for all aspects of the food services requirements
- 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



## SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE ORGANIZING COMMITTEE - JOB DESCRIPTIONS

### MEDICAL

#### *Responsibilities:*

- 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

#### *Responsibilities:*

- 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 take 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

#### *Responsibilities:*

- Work with the organizing committee to establish what will be given for awards.
- 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 podium at the venue for the ceremonies.

### HEAD OFFICIAL

#### *Responsibilities:*

- 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.



***Special Olympics***  
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**SECTION FOUR**  
***ELEMENTS OF AN EFFECTIVE MEETING***

## SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

### 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/purpose of the meeting.
2. Consider who should attend the meeting (think about the time involved for each person who should be there).
3. Know what you expect each person to contribute.
4. Prepare an action-orientated meeting; meet in small groups.
5. Prepare and AGENDA including content and timelines and stick to it; it is wise to distribute the agenda in advance, requiring people to come more prepared.
6. Choose an appropriate working environment.
7. Set a time limit for each meeting.
8. Summarize results and distribute a follow-up report.
9. Have objectives/follow-up for next meeting.

#### COMPETITION PLANNING MEETING #1 AGENDA

In attendance: Competition Coordinator, SOBC Local Representative, and Individuals wishing to be a part of the Organizing Committee

- Competition Coordinator should come to meeting with a competition date and back-up pre-selected.
1. Introductions - C/C 5 minutes
  2. Minimum Standards for Local/Regional Competition - C/C 10 minutes
    - SOBC Sanctioning Document
  3. Set Timelines - W/C 20 minutes
    - Volunteer recruitment strategies
    - Facility bookings
    - Sport officials
    - Food services
    - Registration Flow
  4. Review Committee Structure - C/C 10 minutes
    - Job Descriptions
    - Organization Structure
    - Role of Competition Coordinator

## SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

### COMPETITION PLANNING MEETINGS

- |                                   |            |
|-----------------------------------|------------|
| 5. Review Budget Guidelines - L/R | 10 minutes |
| 6. Next Steps - C/C               | 5 minutes  |

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

Have submitted application for sanctioning to Special Olympics BC  
 Have draft registration package complete  
 Have menu developed  
 Have draft volunteer job cards developed  
 Get quotes for awards

### COMPETITION PLANNING MEETING #2 AGENDA

Attendees: Competition Coordinator, Organizing Committee

- |  |            |
|--|------------|
| 1. Introductions - C/C   | 5 minutes  |
| 2. Where are we now - committee reports - C/C  | 15 minutes |
| <ul style="list-style-type: none"> <li>▪ Updates</li> <li>▪ Where should we be?</li> </ul> |            |
| 3. Registration - C/C  | 10 minutes |
| <ul style="list-style-type: none"> <li>▪ Review Package</li> </ul>                         |            |
| 4. Schedule - C/C  | 10 minutes |
| <ul style="list-style-type: none"> <li>▪ Review preliminary schedule</li> </ul>            |            |
| 5. Divisioning - C/C   | 10 minutes |
| 6. Seeding - C/C   | 10 minutes |
| 7. Results - C/C   | 10 minutes |
| <ul style="list-style-type: none"> <li>▪ Format</li> <li>▪ Report flow</li> </ul>          |            |
| 8. Next Steps - C/C  | 5 minutes  |

#### **FOR MEETING #3**

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

**SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE**  
**COMPETITION PLANNING MEETINGS**  
**COMPETITION PLANNING MEETING #3**  
**AGENDA**

Attendees: Competition Coordinator, Organizing Committee

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



***Special Olympics***  
***British Columbia***

**SECTION FIVE**  
***COMPETITION PLANNING***  
***RESOURCES***

## SPECIAL OLYMPICS BC – EVENT PLANNING GUIDE RESOURCE LIST

Agreeing to host a competition can be an intimidating feat if it is your first time or just another event if you have lots of experience. If you find yourself overwhelmed a tad do not worry, there exists a large resource base that you can call on for assistance and if you are on the other end of the spectrum, remember we can always improve what we offer! The following resources can help you with everything from accessing certified officials to securing facilities and equipment for your competition. Do not be afraid to ask for assistance!!!

### COMPETITION PLANNING RESOURCES

Special Olympics BC - Provincial Office  
#210 -3701 East Hastings Street  
Burnaby, BC V5C 2H6

Phone - 604.737.3078  
Toll free - 888.854.2276  
E-mail - [info@specialolympics.bc.ca](mailto:info@specialolympics.bc.ca)  
Website - [www.specialolympics.bc.ca](http://www.specialolympics.bc.ca)

SPORT	PROVINCIAL SPORT ORGANIZATION	SPORT	PROVINCIAL SPORT ORGANIZATION
TRACK & FIELD <a href="http://www.bcathletics.org">www.bcathletics.org</a>	B.C. Athletics #120-3820 Cessna Dr Richmond, B.C. V7B 0A2 604-333-3550	POWERLIFTING <a href="http://www.specialolympics.bc.ca">www.specialolympics.bc.ca</a>	SOBC Office 604-737-3078
BOWLING 5 PIN <a href="http://www.bowlbc.com">www.bowlbc.com</a>	Bowl B.C. #209-332 Columbia St. New Westminster, B.C. V3L 1A6 604-522-2990	SOCCER <a href="http://www.bcsoccer.net">www.bcsoccer.net</a>	B.C. Soccer Association #510-375 Water St Vancouver, B.C. V6B 5C6 604-299-6401
BOWLING 10 PIN <a href="http://www.gotenpinbowling.ca">www.gotenpinbowling.ca</a>	Canadian Tenpin Federation 916-3 Ave North Lethbridge, AB T1H 0H3 403-381-2830	RHYTHMIC GYMNASTICS <a href="http://www.rhythmicsBC.com">www.rhythmicsBC.com</a>	B.C. Sportive Rhythmic Gymnastics #203-3820 Cessna Dr Richmond, B.C. V7B 0A2 604-608-5350
SOFTBALL <a href="http://www.softball.bc.ca">www.softball.bc.ca</a>	Softball B.C. P.O. Box 45570 Sunnyside Mall Surrey, B.C. V4A 9N3 604-531-0044	AQUATICS <a href="http://www.swimbc.ca">www.swimbc.ca</a>	Swim B.C. #112A-255-1 <sup>st</sup> St North Vancouver, B.C. V7M 3G8 604-987-2004
BASKETBALL <a href="http://basketball.bc.ca">basketball.bc.ca</a>	Basketball B.C. #310-7155 Kingsway Burnaby, BC V5E 2V1 604-718-7852	BOCCE <a href="http://www.specialolympics.bc.ca">www.specialolympics.bc.ca</a>	SOBC Office 604-737-3078

**SPECIAL OLYMPICS BC – EVENT PLANNING GUIDE  
RESOURCE LIST**

<b>SPORT</b>	<b>PROVINCIAL SPORT ORGANIZATION</b>	<b>SPORT</b>	<b>PROVINCIAL SPORT ORGANIZATION</b>
GOLF <a href="http://www.bcga.org">www.bcga.org</a>	B.C. Golf Association #2105-21000 Westminster Hwy Richmond, BC V6V 2S9 604-279-2580	FIGURE SKATING <a href="http://www.skatinginbc.com">www.skatinginbc.com</a>	B.C. Figure Skating Association #2- 6501 Sprott St. Burnaby, B.C. V5B 3B8 604-205-6960
SNOWSHOEING <a href="http://www.specialolympics.bc.ca">www.specialolympics.bc.ca</a>	SOBC Office 604-737-3078	CURLING <a href="http://www.curlbc.bc.ca">www.curlbc.bc.ca</a>	Curl B.C. #293-3820 Cessna Dr Richmond, B.C. V7B 0A2 604-333-3616
FLOOR HOCKEY <a href="http://www.specialolympics.bc.ca">www.specialolympics.bc.ca</a>	SOBC Office 604-737-3078	ALPINE SKIING <a href="http://www.bcalpine.com">www.bcalpine.com</a>	B.C. Ski Association #403-1788 W. Broadway Vancouver, B.C. V6H 4A9 604-678-3070
CROSS COUNTRY SKIING <a href="http://www.crosscountrybc.ca">www.crosscountrybc.ca</a>	Cross Country BC 106-3003-30 <sup>th</sup> St. Vernon, B.C. V1T 9J5 250-545-9600	SPEED SKATING <a href="http://www.speed-skating.bc.ca">www.speed-skating.bc.ca</a>	B.C. Speed Skating Association Room C1011 c/o UCFV 33844 King Road Abbotsford, BC V2S 7M8 (B) (604) 557-4020





***Special Olympics***  
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**SECTION SIX**  
***BUDGETING RESOURCES AND***  
***EXAMPLES***

## **BUDGET PLANNER**

**PROJECT:** \_\_\_\_\_

### ***EXPENSES***

**Food**

Athlete/Coach meals	_____
Officials' meals	_____
Spectators' concession	_____
Other	_____

**Accommodation**

Athlete/Coach accommodation	_____
Officials' accommodation	_____

**Facilities Rental**

\_\_\_\_\_

**Equipment**

\_\_\_\_\_

**Awards/Recognition**

\_\_\_\_\_

**Administration**

Stationary/Supplies	_____
Printing	_____
Courier/Postage	_____
Other	_____

**Materials for resale**

\_\_\_\_\_

**Other**

\_\_\_\_\_

**TOTAL**

\_\_\_\_\_

### ***REVENUE***

**Registration fees**

\_\_\_\_\_

**Material for resale**

\_\_\_\_\_

**Concession**

\_\_\_\_\_

**TOTAL**

\_\_\_\_\_

**BALANCE**

\_\_\_\_\_

**WINTER SPORTS – BUDGET 1996**

**INCOME**

100 Participants @ \$100.00 each	\$10,000.00
SOBC Grants – 3 @ \$100.00	\$300.00

***TOTAL*** ***\$10,300.00***

**EXPENSES**

Lodging	\$5,400.00
Meals	\$2,800.00
Dance Snacks	\$100.00
Lift Passes	\$900.00
Advertising, Mail and Ribbons	\$200.00
Entertainment (Dance and Music)	\$600.00
Transportation	\$300.00

***TOTAL*** ***\$10,300.00***

**SPECIAL OLYMPICS BC – EVENT PLANNING GUIDE**  
**BUDGETING RESOURCES**

North Shore Special Olympics Soccer Tournament

May 27<sup>th</sup>, 2000

**REVENUE**

Registration Fees - \$10.00 per athletes

<b>Local</b>	<b>Number of Athletes</b>	<b>Total Cost</b>	<b>Status</b>
Coquitlam	10	\$100.00	Received
Mission	10	\$100.00	Received
Vancouver	16	\$160.00	Received
Richmond	8	\$80.00	Received
Victoria	10	\$100.00	Received
Burnaby	4	\$40.00	Outstanding
Abbotsford	10	\$100.00	Outstanding
North Shore	24	N/A	N/A

Registration Revenue                  \$680.00

Concession Revenue                  \$139.35

***TOTAL REVENUE***                                  ***\$819.35***

**EXPENSES**

Lunch	\$147.40	(Reimburse Susan Knowlton)
Concession	\$53.59	(Reimburse Pat Warner)
Competition Ribbons	\$68.40	(Reimburse Ann McCabe)
Gifts for Referees and Lions	\$80.25	(Pay SOBC – Invoice attached)
Participant Ribbons	\$32.10	(Pay SOBC – Invoice attached)
Field Rental	\$49.11	(Paid)
Honorarium – St. John's Ambulance	\$75.00	(Mail cheque with attached letter)

***TOTAL EXPENSES***                                  ***\$505.85***

***TOTAL PROFIT***    ***\$313.59***

Note: The Ambleside Lions donated the hamburger patties and buns for the lunch, as well as supplying the barbecue and doing the cooking. Pat Warner donated the soft drinks that were sold at the concession.

Ann McCabe

**SPECIAL OLYMPICS BC – EVENT PLANNING GUIDE**  
**BUDGETING RESOURCES**

Example Statement for Region 6 5-Pin Bowling Tournament

**CASH IN**

***REGISTRATION***

<b>Local</b>	<b>Number of Bowlers</b>	<b>Number of Coaches</b>	<b>Total Cost</b>	<b>Status</b>
Port Alberni	33	6	\$292.50	Paid
Cowichan	10	2	\$90.00	Paid
Parksville	5	1	\$45.00	Paid
Comox	25	5	\$225.00	Paid
Victoria	30	6	\$270.00	Outstanding
Campbell River	28	6	\$255.00	Paid
Powell River	20	4	\$180.00	Paid
Saltspring	5	3	\$60.00	Paid
Nanaimo	40		\$300.00	Intent money
<b>Total</b>	<b>156</b>	<b>33</b>	<b>\$1717.50</b>	

**CASH OUT**

<b>Item</b>	<b>Cost</b>	<b>Status</b>
Bowling fees at Fiesta 195 @ \$6	\$1,170.00	Paid
Trophies	\$135.95	Paid
27 sub Sandwiches for scorekeepers	\$54.14	Paid
Juices for scorekeepers	\$12.55	Paid
Entertainment	\$50.00	Paid
St. John's Ambulance	\$75.00	Requires cheque
Safety	\$10.36	Paid
Ribbons	\$48.15	Requires cheque
<b>Total</b>	<b>\$1,556.15</b>	



***Special Olympics***  
***British Columbia***

**SECTION SEVEN**  
***RISK MANAGEMENT STRATEGIES***

**COMPONENTS OF RISK MANAGEMENT...**

- Safety Committee
  - Responsible for the development of a risk management plan
- Advance Planning and Preparation
- Include all Situations
  - Access all available resource persons, apply principles of effective communication, and use common sense to identify all foreseeable risks. Then develop a reasonable approach of addressing those risks.
- Season and Sport Specific
- Open Communication
- Implement Program
- Daily Approach
  - RISK MANAGEMENT IS AN EVERYDAY PROCESS
- Pre- and Post-Season Review
- Flexibility and Adaptability
- Common Sense
- Distribute the Plan in writing to all concerned
- Practice, Practice, Practice
- Public Awareness

**THE DEVELOPMENT OF A RISK MANAGEMENT PLAN...**

- Risk assessment is central to the development of a Risk Management Plan
- Risk assessment involves three basic steps:
  - Risk Identification
  - Measure the Risks
  - Risk Control

### **Step 1: Risk Identification**

- It is important to realize that Risk Identification is very sport specific
  - *Floor Hockey is very different from Rhythmic Gymnastics*
- Brainstorm a list of possible dangers, situations, or problems that might occur in the operation of programs...
  - *Talk with your coaching team, athletes and facility coordinators to gain their insight.*
- Review existing policies, procedures, personnel, and operating manuals; ensure they still comply with relevant legislation, codes, etc...

**IDEA: Try to breakdown the situation into specific areas and ask yourself what are the foreseeable risks with each specific area.**

Examples

- Facilities
- Equipment
- Sport Program

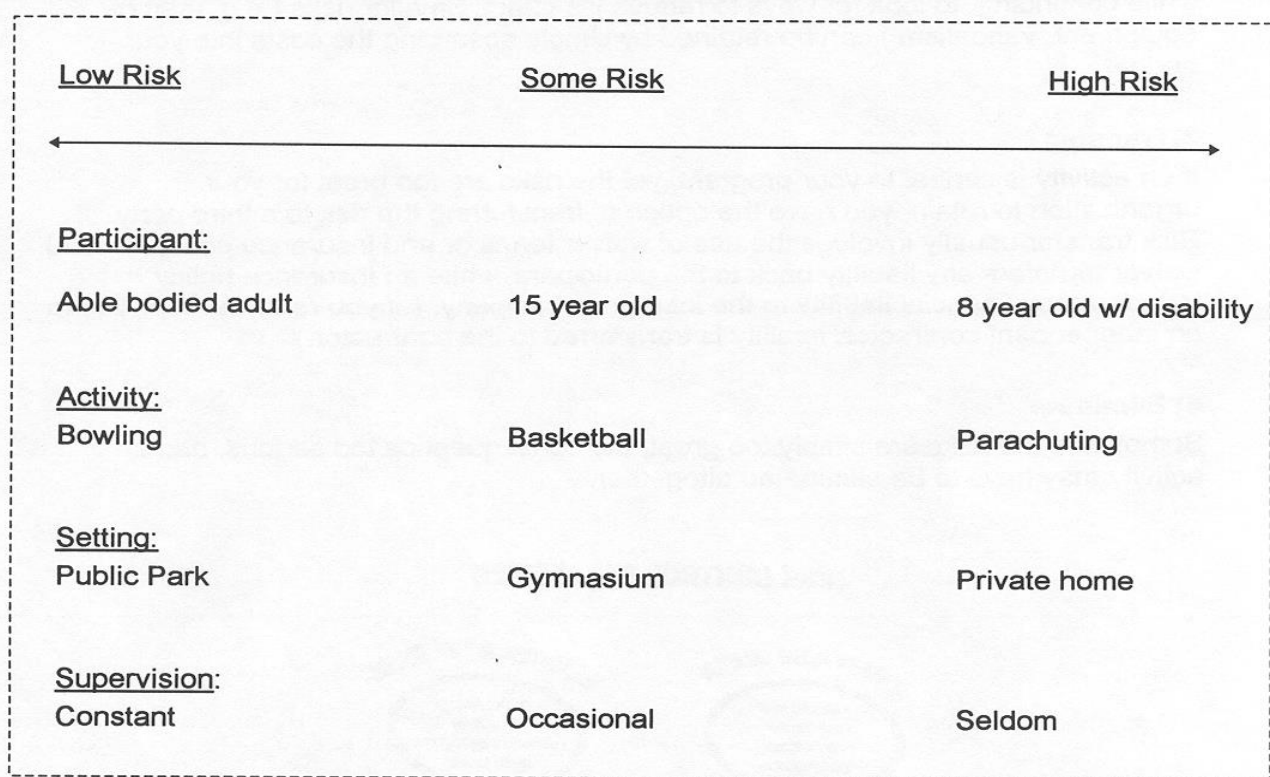
### **Step 2: Measure the Risk**

- Once you have gone through the process of identifying the risks associated with your sport program, the next step is for your team to measure and evaluate these risks.
  - ♦ What does it mean to Measure the Risk?
    - To measure a risk means to look at it's magnitude, more specifically a combination of the following:
      - the severity of the resulting injury/illness
      - the likelihood of an injury/illness occurring in a given length of time.
- When measuring the magnitude of the risk think of the following consequences:
  - Injury or Harm to individuals
  - Loss of reputation
  - Financial loss (through lawsuits, loss of funding)
  - Loss of athletes, volunteers
  - Can we as coaches be held liable?
- Once your team has measured the magnitude of the risks associated with your sport program you must decide which risks are the priority; these are the ones that must be addressed immediately



**IDEA:** Develop a chart that categorizes levels of risk - (A Continuum of Risk)

- Some factors that can effect where an activity sits on the continuum are:
  - the participant
  - the setting
  - the activity
  - the level of supervision



Adapted from the National Education Campaign on Screening  
Canadian Association of Volunteer Bureaus and Centre

### **Step 3: Risk Control**

- When you have **identified** the risks within your Sport Program and you have **measured** the consequences associated with the risks, take the time to control them.
- A key component of this step is the idea that you are trying to eliminate or reduce the possibility of harm to your athletes.
- There are four basic strategies for Risk Control:
  - Reduce the Risk
  - Retain the Risk
  - Transfer the Risk
  - Eliminate the Risk

- **Reduce the Risk**
  - There may be ways of modifying some aspects of an activity through technique so that it becomes less risky. It is key for all coaches and athletes to be educated in proper emergency procedures.
  - Other ways of reducing risk include:
    - investing in new equipment
    - incorporating stricter safety measures
    - have coaches trained in Sports Aid
    - Develop an Emergency Action Plan, EAP
    - etc...
- **Retain the Risk**
  - In your risk assessment you may have found that a certain activity is central to your program and that it's benefits outweigh the risks. You may choose to assume the risk while continuing to look for ways to reduce its effect.
  - Example:
    - In the world of sport there is inherent risk in the activity itself. If athletes and coaches were not prepared to retain some risk, sport itself would not exist.
- **Transfer the Risk**
  - If an activity is central to your program, yet the risks are too great for your Sport Program to retain, you have the option of transferring the risk to a third party. Risk transfer usually involves the use of waiver forms or insurance policies.
- **Eliminate the Risk:**
  - Sometimes the risks are simply too great, the consequences too serious, and an activity may have to be eliminated altogether.
  - Example:
    - The only track facility you have available to your Athletics program is intersected by a motor way.



***Special Olympics***  
***British Columbia***

**SECTION EIGHT**  
***SPECIAL OLYMPICS DIVISIONING***  
***PROCEDURE***

## **SPECIAL OLYMPICS CANADA DIVISIONING PROCESS**

### **INTRODUCTION TO DIVISIONING**

- a) Special Olympics competitions provide athletes with the opportunity to demonstrate sport skills they have acquired during training. Special Olympics athletes, like all dedicated athletes, strive for their best performance at each competition. To enhance their competitive experience, competitions should be organized to highlight the athletes. In Special Olympics this means that regardless of an athlete's place of finish, each performance is considered a personal victory. The athlete is paramount.
- b) Special Olympics has developed modified rules, when necessary, in order to maximize the successful participation of all athletes, encourage the successful participation of all athletes and encourage competition throughout every level of the organization. Competitions must be conducted consistently, in accordance with these recognized rules, and capably officiated. In addition, family, friends, and spectators should be given the opportunity to share in the athletes' achievements during the competition.
- c) The fundamental difference that sets Special Olympics competitions apart from those of other sports organizations is that athletes of all ability levels are encouraged to participate and every athlete is recognized for his or her performance. Competitions are structured so that athletes compete with other athletes of similar ability in equitable divisions. Historically, Special Olympics has suggested that all divisions be created where the variance between the highest and lowest scores within that division not differ more than 25%. This 25% statement is *not a rule*, but should be used as a guideline for establishing equitable divisions when the number of athletes competing is appropriate.

### **RESPONSIBILITIES OF THE COMPETITOR**

- a) Athletes shall abide by the letter and spirit of the rules and be responsible for conducting him or herself in a sportsmanlike manner at all times. Athletes who do not conduct themselves in this manner, or who are offensive by action or language toward other athletes, coaches, volunteers, opponents, officials, and/or spectators, may be disqualified from further participation.
- b) Athletes who do not participate honestly and with minimum effort in all preliminary trials and/or finals shall be disqualified from all remaining events by the sports specific rules committee at the competition.

### **RESPONSIBILITIES OF THE COACH**

- a) Coaches shall place the health and safety of Special Olympics athletes above all else.
- b) Coaches shall abide by the letter and spirit of the rules and be responsible for conducting themselves in a sportsmanlike manner at all times. Coaches who do not conduct themselves in this manner, or who are offensive by action or language toward athletes, other coaches, volunteers, opponents, officials, and/or spectators, may be prohibited from coaching.

- c) Coaches shall be knowledgeable of all existing Special Olympics and National/International Governing Body competition rules and regulations applicable to their level of games, and prepare their athletes prior to competition in accordance with those rules.
- d) Coaches shall ensure that athletes compete in events within their sport, which challenge their potential and are appropriate to their ability.
- e) Coaches shall be honest and instruct athletes to compete with maximum effort in all preliminary trials and/or finals or he/she shall be prohibited from coaching by the sports specific rules committee at the competition.
- f) Team Coaches shall ensure that athletes of all ability levels on a team participate in every game.

## **RESPONSIBILITIES OF THE COMPETITION COORDINATOR**

- a) Competition Coordinators shall ensure that a complete range of events is scheduled in each sport to provide maximum competition opportunities to athletes.
- b) Competition Coordinators shall organize competitions in accordance with Special Olympics principles and conduct all events to the letter and spirit of the sports rules
- c) Competition Coordinators shall utilize the procedures for divisioning when structuring Special Olympics competitions.

## **SUMMARY**

- a) Ideally, a sufficient number of athletes or teams will participate at every competition so that equitable divisions of 3 to 8 athletes or teams can be structured. The procedures for divisioning have been developed to assist Competition Coordinators in applying the principles of fair and equitable competition to athletes of all ability levels within their competitions. Experience has shown that in some competitions, however, there will not be a sufficient number of athletes with each gender and ability level to structure ideal divisions. In addition, there may be other factors, such as cultural or demographic influences, which further impact the divisioning process.
- b) This section was designed to provide Competition Coordinators with a foundation for competent decision making in these situations. The primary focus throughout the divisioning process should be on the competitiveness of the Special Olympics athlete. Competition Coordinators are entrusted with the responsibility and must meet the challenge of providing Special Olympics athletes with quality competition.

## **PROCEDURES FOR DIVISIONING**

- a) An athlete's ability is the primary factor in divisioning Special Olympics competitions. The ability of an athlete or team is determined by an entry score from a prior competition, or is the result of a seeding round or preliminary event at the competition itself. The other factor, which is significant in establishing competitive divisions, is gender.

- b) Ideally, competition is enhanced when all divisions accommodate at least 3 and no more than 8 competitors or teams of similar ability. In some cases, however, the number of athletes or teams within a competition will be insufficient to achieve this goal. The following procedures describe the sequential process for creating equitable divisions by event, and also provides guidance for managing athlete participation when factors preclude ideal divisioning.

## **DIVISIONING FOR INDIVIDUAL SPORTS**

### **A. Step One: Divide Athletes By Gender**

### **B. Step Two: Divide Athletes by Ability**

Proceed on the premise that the recommended performance difference between athletes in a division is 25%.

### **C. Step Three: Divide Number of Athletes Registered in an Event**

*For 3 or more athletes:*

Place athletes into division no less than 3, no more than 8.

If you have more than 8 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 2 athletes entered into an event:*

Athletes would compete against each other as long as their abilities are within 25% otherwise they would compete against self.

*For 1 athlete entered into an event:*

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

## **DIVISIONING FOR JUDGED SPORTS**

### **A. Step One: Divide Athletes by Gender**

### **B. Step Two: Divide Athletes by Ability**

Use predetermined levels of ability as outlined in sport rules.

C. Step Three:

Figure Skating

If there are more than 8 competitors in a level, athletes will be seeded by ability using their element scores.

Rhythmic Gymnastics

If there are more than 8 competitors in a level, a divisioning round will be run. Athletes will be placed in their final division according to their all round scores.

**DIVISIONING FOR 10 PIN BOWLING**

- i. Events shall be divisioned by ability rather than gender.
- ii. Classification for divisioning will be based upon no more than 8 competitors/teams per division.
- iii. For competition, there must be a minimum of 3 entries in any one event.
- iv. Handicapping for 10-Pin bowling events will be 90% of the difference between the participants entering average and the scratch score of 180.

NOTE: if a bowler has an average better than 180, then the number 180 can be adjusted.

- v. When establishing divisions for competition...
  - a) Individuals will be placed into categories based on their average.
  - b) Doubles teams will be placed into divisions based upon the bowlers' combined averages.
  - c) Teams will be placed into divisions based upon the bowlers' combined averages.
- vi. An individual athlete may not be assigned to the same division for the individual, doubles team and team competitions.
- vii. Divisions will be established by the tournament director in consultation with the National Office. Divisions shall not be protested.

**DIVISIONING FOR TEAM SPORTS**

A. Step One: Divide Team By Ability

- i. All Special Olympics team sport competitions shall utilize a preliminary seeding round to assess the level of ability of the participating teams.
  - Refer to the Specific Sport Rules for each team sport regarding the assessment of team sports for divisioning purposes.
- ii. Group teams according to ability based upon the skills assessment tests and results from the preliminary seeding round.
- iii. Create divisions of no more than 8 teams.
- iv. If there are only two male or two female teams within the competition, these teams shall compete against each other.
- v. If there is only one team within an ability group, that team must be divisioned with other teams, regardless of ability.

## **HONEST EFFORT RULE**

Divisioning heats are conducted to ensure that athletes compete against athletes of a similar ability level in their final competition. To ensure that athletes compete at the best of their abilities during the divisioning round, the honest effort rule will be implemented.

Honest effort would indicate that there should be no more than 15% difference in performance between divisioning and final events. If an athlete exceeds their divisioning event performance by 15% in the final that athlete will be disqualified.

If the coach is of the opinion that his/her athlete has not competed at the best of their ability in the divisioning race, and may be in danger of violating the HER, they have the option to submit a faster time for their athlete so that they can be placed in a division which reflects their ability.

If an athlete falls or is disqualified in their divisioning event the coach has the following options:

- 1) Submit a faster time or longer distance/greater height.
- 2) Concede the event qualifying time/distance/height.
- 3) Rerun of the event\*

**\*NOTE:** The following events are eligible to be rerun:

Cross Country: 100m & 500m

Snowshoeing: 100m & 200m

Speed Skating: 111m & 222m

Athletics: 50m, 100m, 200m, 400m & Hurdles

Aquatics: All 25m & 50m races

If an athlete falls or is DQ'd in the second divisioning race they will have the following two options:

- 1) Submit a faster time.
- 2) Concede the event qualifying time.

## **IMPLEMENTATION OF THE HONEST EFFORT RULE CANNOT BE PROTESTED.**

### *Cross Country Skiing Exception*

For sports like Cross Country Skiing, where environmental changes can impact the performance of the athlete, the following procedures should be implemented:

Prior to the start of each cross country divisioning event, a forerunner would ski the track to determine a baseline time for the course. The same forerunner would ski the track again prior to the final race in each event to establish if the track conditions favour a faster time. This will establish if a percentage change is required to be made to the honest effort rule. Coaches will be informed if a percentage change is to be made.

## **CONCLUSION**

- A. Ideally, a sufficient number of athletes or teams will participate at every competition so that equitable divisions of 3 to 8 athletes or teams can be structured. The procedures for divisioning have been developed to assist Competition Coordinators in applying the principles of fair and equitable competition to athletes of all ability levels within their competitions. Experience has shown that in some competitions, however, there will not be a sufficient number of athletes within every gender and ability level to structure ideal divisions. In addition, there may be other factors, such as cultural or demographic influences, which further impact the divisioning process.



- B. This section was designed to provide Competition Coordinators with a foundation for competent decision making in these situations. The primary focus throughout the divisioning process should be on the competitiveness of the Special Olympics athlete.
- C. Competition Coordinators are entrusted with this responsibility and must meet the challenge of providing Special Olympics athletes with quality competition

## **GLOSSARY OF TERMS**

**Division** - A Group of athletes or teams of similar gender and/or ability which compete against each other. "Divisions" of athletes within an event may also be referred to as a "Heat".

**Event** - A competitive skill competition within a sport (e.g. 100 meter Freestyle [Aquatics], 800 meter race [Speed Skating], Deadlift [Powerlifting], High Jump [Athletics] etc.)

**Performance Level** - A predetermined skill level, consisting of specific elements, for events within an individual sport which is judged (e.g. Floor Exercise, Level I Rhythmic Gymnastics; Singles, Level II Figure Skating; etc.) as indicated in the sport specific rules in the SOC rule book.

**Individual Sports** - Sports in which a single athlete competes against other athletes within a division. Individual sports are further divided and defined by:

- 1) Those events that are measured in *time, distance, or points* (e.g. 50 meter freestyle, singles bowling, powerlifting, etc.).
- 2) Those events which are judged during competition (e.g. Rhythmic Gymnastics, Figure Skating, etc.) and which may also include predetermined Performance Levels (e.g. Level I, Level II, Level III, etc.).

**Relays** - Events which a group of athletes participate collectively against other groups of athletes with each group yielding a single score for their performance. These events are typically in time (e.g., 4X400 meter relay [Athletics], 4X100 meter medley relay [Aquatics], 3X1 kilometer relay [Cross Country Skiing], etc.).

**Team Sports** - Sports in which a group of athletes participate collectively against other groups of athletes. Team sports are further divided and defined by:

- 1) Those events which are measured in *time, distance and points* (e.g. 4x100 meter relay [Athletics], 4x100 meter medley relay [Aquatics], 3x1 kilometer relay [Cross Country Skiing], etc.).
- 2) Those events in which two (2) teams compete during a defined period of time (e.g. Softball, Soccer, Floor Hockey, etc.).



***Special Olympics***  
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**SECTION NINE**  
***TOURNAMENT FORMATS***

### **For Example - 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:

Team A		Team B		
2 wins =	6	2 wins =	6	
1 tie =	2	2 ties =	4	
2 losses =	<u>2</u>	1 loss =	<u>1</u>	
	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:

Team <u>A</u> Game Score	Team <u>B</u> Game Score
<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 for the sport**

## SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

### SUGGESTED TOURNAMENT DRAWS

NUMBER OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL NUMBER 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) 1 <sup>st</sup> v. Winner of 1	5	One (1) team will be required to play four (4) games.
4 Games	Double Game Round Robin	N/A	6	

#### **4 TEAM DRAWS**

NUMBER OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL NUMBER 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**

NUMBER OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL NUMBER 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	One (1) team will be required to play four (4) games.
4 Games	Single Game Round Robin	N/A	10	

## SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

### SUGGESTED TOURNAMENT DRAWS

NUMBER OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL NUMBER 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

NUMBER OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL NUMBER 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 two (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.

## SPECIAL OLYMPICS BC - EVENT PLANNING GUIDE

### SUGGESTED TOURNAMENT DRAWS

NUMBER OF GAMES	TOURNAMENT FORMAT	PLAYOFF FORMAT	TOTAL NUMBER 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.



***Special Olympics***  
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**SECTION TEN**  
***AWARDS CEREMONY PROTOCOL***

The Special Olympics awards ceremony provides an opportunity to recognize athletes' accomplishments in a dignified and enthusiastic atmosphere that reflects the Olympic tradition. Therefore the location of the ceremony should be very visible to spectators and large enough for pictures to be taken. When possible it is suggested that the awards be given out immediately following the competition. This highlights the athletes and allows everyone to see. However because some divisions may be scheduled to take a bit longer and as such not finish at the same time it is favorable to schedule these divisions to take place away from where the awards ceremony is to take place. This will allow the organizing committee to set up the awards area without disturbing the conclusion of the competition while minimizing the amount of time people need to wait around for the set-up to occur. If weather permits think about taking the awards ceremonies outside for indoor events, a nice touch if it is a nice day.

### **Awards Ceremony Protocol**

1. All athletes should be recognized for their participation even if they were not successful in finish first through third. Participation ribbons, enough for all participants 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. An escort should take the athletes, once they have completed competition, to the awards area. Athletes should be asked, or assisted, to sit in their respective order of placement, (from left to right – second, first, third). 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 Local program**, in second place – **Athlete Name and Local Program** and in first place – **Athlete Name and Local Program**".
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 have been given the escorts should lead the athletes away from the awards area.
11. Any protests should be handled prior to the start of the awards ceremony.





***Special Olympics***  
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**SECTION ELEVEN**  
***REGISTRATION LETTERS SAMPLES***

## **SPECIAL OLYMPICS BC - SURREY SOCCER TOURNAMENT**

With only two (2) weeks to go until the 5<sup>th</sup> Annual SOBC - Surrey Soccer Tournament we are sure that your teams are getting excited for their trip to Burnaby. Below is some final information for you and your teams to assist you in making your final preparations. Should you have any questions please do not hesitate to contact ??? at ???. Have a safe trip and we will see you in two (2) weeks.

**DATE:** SATURDAY MAY 17<sup>th</sup>, 2003  
SUNDAY MAY 18<sup>th</sup>, 2003

**SPORT VENUE:** BURNABY LAKE WEST – SPORTS COMPLEX  
Kensington Avenue, BC (between Sprott and Lougheed just off the Trans Canada, Map Attached)

**ACCOMODATIONS:** Holiday Inn - Coquitlam, BC  
631 Lougheed Highway  
Phone - 604.931.4433  
Fax - 604.931.4250

Price - \$89.00/night plus 15% hotel tax

Rooms have been block booked under Special Olympics BC. Each team has been allocated five (5) rooms for the duration of their stay based on conversations with each coach. Below is a list of the departure dates for teams, please ensure that you utilize all five (5) rooms for the duration of your stay as Special Olympics BC will be billed for any non - used rooms. The hotel has requested that each team send a rooming list no later than Friday May 9<sup>th</sup>, 2003, (please fax rooming lists directly to the hotel). Should you have questions about the accommodation arrangements please contact Gregg Jennens at 604.737.3082 or toll free at 888.854.2276

**SCHEDULE (Draft):** Friday May 16<sup>th</sup> - Out of town teams arrive  
Saturday May 17<sup>th</sup> - 8:30am - Team arrive at Park  
8:45am - Coaches Meeting  
9:00am - Games begin  
4:00pm - Games end  
6:00pm - Banquet  
Sunday May 18<sup>th</sup> - 8:30am - Teams arrive at Park  
9:00am - Games begin  
3:00pm - Awards

***Schedules will be finalized on May 16<sup>th</sup> and will be available for teams when they arrive at the hotel.***

# **SOBC SURREY SOCCER TOURNAMENT**

## **ROOMING LIST**

**GROUP NAME: SPECIAL OLYMPICS BC**

**TEAM NAME: SASKATOON SPECIAL OLYMPICS FIRE**

**TEAM CONTACT:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

Room Number	Names	Arrival Date	Departure Date
<b>One</b>	1)	Friday May 16 <sup>th</sup>	Monday May 19 <sup>th</sup>
	2)		
	3)		
	4)		
<b>Two</b>	1)	Friday May 16 <sup>th</sup>	Monday May 19 <sup>th</sup>
	2)		
	3)		
	4)		
<b>Three</b>	1)	Friday May 16 <sup>th</sup>	Monday May 19 <sup>th</sup>
	2)		
	3)		
	4)		
<b>Four</b>	1)	Friday May 16 <sup>th</sup>	Monday May 19 <sup>th</sup>
	2)		
	3)		
	4)		
<b>Five</b>	1)	Friday May 16 <sup>th</sup>	Monday May 19 <sup>th</sup>
	2)		
	3)		
	4)		

**PLEASE SEND ROOMING LISTS TO:**

**HOLIDAY INN COQUITLAM  
631 LOUGHEED HIGHWAY  
PHONE - 604.931.4433  
FAX - 604.931.4250**

**2000 BC Fall Classic  
Special Olympics Entry Form  
Date: Sunday, October 29, 2000  
Strathcona Elementary School  
46375 Strathcona St.  
Chilliwack, BC**

**Time Schedule:**

8:00 am: Weigh in  
8:00 am: Equipment check / Rack height settings  
9:00 am: Lifter and coaches meeting  
10:00 am: Lifting begins

**Sanctioned By:**

Special Olympics / Canadian Powerlifting Union /  
British Columbia Powerlifting Association

**Rules:**

IPF rules, drug testing to IPF specification

**Eligibility:**

Open to all current CPU card holders (Cards will be available at contest)

**Entry Fee:**

**\$25.00 Make certified cheque or money order payable to:  
Dee Sandhu  
46560 Elliott Ave.,  
Chilliwack, BC V2P 3T6**

**Awards:**

Men's Medals 1st, 2nd, 3rd each weight class  
Women's Medals 1st, 2nd, 3rd each class

**Entry Deadline:**

**October 16, 2000 NO LATE ENTRIES ACCEPTED**

**Drug Testing:**

This is a drug tested contest. Once a lifter has weighed in he/she accepts the IPF drug testing procedure IN FULL, and from that moment on is in the contest. The lifter may not exit from the contest before its completion, EVEN IF HE/ SHE BOMBS OUT! This may be viewed as a refusal to submit a sample for antidoping control, and, if so will result immediate disqualification from the contest and BCPA/CPU.

**DETACH AND SEND WITH ENTRY FEE**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Weight Class: \_\_\_\_\_ Best Total: \_\_\_\_\_

Waiver:

I hereby for myself, my heirs, executors and administrators, waive and release any and all rights and claims for damages I may have against the BCPA, its employees, organizers, volunteers and sponsor of this competition, which may arise in consequence of my participation in this contest.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/ Guardian: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
(if under 18 years of age)

# SPECIAL OLYMPICS BC presents

## CANADA / U.S.A.

### POWERLIFTING MEET

This will be the first ever Special Olympics BC and Special Olympics Washington Powerlifting Meet. This will be a Sanctioned Meet hosted by Special Olympics BC - SURREY.

- DATE: SUNDAY, DECEMBER 5<sup>TH</sup>, 1999
- PLACE: SURREY, B.C. CANADA
- SPORT VENUE: Betty Huff Elementary School  
13055 Huntley, Surrey
- ACCOMODATION: Days Hotel, Surrey Centre  
9850 King George Hwy, Surrey.  
Reservations can be made by calling  
(604) 588-9511. Say that you are with Special  
Olympics for the discount rate of \$70 cdn (approx  
\$45 us), each room has 2 double beds.
- FOOD: Saturday night dinner will be hosted by  
Special Olympics BC at the ABC Restaurant on  
Scott Road, at 6:00 p.m.  
Sunday there will be snacks all day, for the  
athletes, and Pizza after the competition.
- REGISTRATION: There is a \$25 cdn (\$15 us) Registration fee (this  
includes Saturday night dinner, snacks and Pizza on  
Sunday, and competition fees.)
- DON'T FORGET. . . Athletes and Coaches coming from the U.S. will  
need either: picture I.D. and a Birth Certificate or  
a Passport, to cross the border.

CANADA / U.S.A.  
POWERLIFTING MEET  
***REGISTRATION FORM***

WEIGH - IN:        8:00 a.m.                                2 LIFTS:    BENCH PRESS  
LIFTING:            9:30 a.m.                                DEAD LIFT

REGISTRATION FEE:    \$25 cdn (\$15us) per Athlete

\* All athletes must wear either a Powerlifting Suit or a Wrestling Singlet and T-shirt with no logos.

LOCAL (CLUB): \_\_\_\_\_

NAMES OF ATHLETES:

WEIGHT (lbs)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

NAMES OF COACHES:

\_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: (for any additional or change of information)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov. / State: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_

Please return this form to **Jim Muir**, Meet Co-ordinator:  
**9341 STUART CRESCENT, SURREY, B.C. V3V 1T8 CANADA**  
or Fax c/o Jean Malin: (604) 589-4961

## **SOBC - Rhythmic Gymnastics**

### **Manitoba Invitational**

**DATE:** Saturday June 7<sup>th</sup>, 2003 (9:00am - 4:00pm)

**LOCATION:** Winnipeg, Manitoba

**SPORT VENUE:** The Max Bell Center  
University of Manitoba - Winnipeg

**SANCTIONING:** Special Olympic - Manitoba (S.O.M.)

**ACCOMODATIONS:** Greenwood Inn Hotels  
Winnipeg, Manitoba  
Phone - 204.775.9889  
Toll free - 1.888.233.6730 #3

Cost - \$89.00/night (double occupancy)

**As room availability may be limited please make your reservations as soon as possible. If you are unable to make a reservation please contact Gregg at 604.737.3082 for assistance.**

**TRANSPORTATION:** Airport to Hotel - Hotel Shuttle (cost unknown)  
Hotel to University of Manitoba - (arranged by S.O.M.)

**MEALS:** Lunches will be provided to athletes and coaches on Saturday only. Teams will be responsible for all additional meal costs, including but not limited to - breakfast on Saturday and Sunday, lunch on Sunday, dinner on Friday and Saturday).

**REGISTRATION:** Registration Fee - \$10.00/gymnast

Please send cheques to:

Special Olympics Manitoba  
Attention: Susan Lamboo  
200 Main Street  
Winnipeg, Manitoba R3C 4M2  
Fax # 204-925-5624

**DEADLINE:** All registrations and tournament entry fees must be received no later than **May 15<sup>th</sup>, 2003**





**Special Olympics**  
*British Columbia*

**MISCELLANEOUS:**

- 1) Teams will be expected to follow:
  - the Special Olympics Canada. Official Sport Rules as they apply to the governance of a Rhythmic Gymnastics Competition.
  - Special Olympics BC Policies #5555-29 - *Athlete/Coach Accommodation at Events/Competitions*.
  - An athlete to coach ratio of 4:1.
- 2) If you could notify Gregg when you have made all your travel arrangements of the total number of athletes and coaches your local will be sending to Manitoba it would be appreciated. Gregg can be reached at 604.737.3082 or toll free at 888.854.2276.



***Special Olympics***  
***British Columbia***

## **SECTION TWELVE**

### ***MISCELLANEOUS FORMS***

- SOBC SANCTIONING APPLICATION
- SOBC VOLUNTEER JOB CARDS
- SOBC ONE DAY VOLUNTEER FORM
- SOBC INSURANCE APPLICATION
- SOBC MEDICAL FORM
- SOBC INCIDENT REPORT FORM
- SOBC BEHAVIOR REPORT FORM

## SPECIAL OLYMPICS BC –COMPETITION SANCTIONING FORM

GREY AREA FOR OFFICE USE ONLY

SANCTION NO. \_\_\_\_\_

DATE: \_\_\_\_\_

Date of sanction application: \_\_\_\_\_

Name of Competition: \_\_\_\_\_ Date of Competition: \_\_\_\_\_

Competition Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Meet:    ☐ Regional Qualifier    ☐ Invitational    ☐ Open    ☐ Regional Competition

Location: \_\_\_\_\_  
 \_\_\_\_\_  
 (name and address)

**Officials:**            (REGIONAL QUALIFIERS WILL NOT BE SANCTIONED WITHOUT CERTIFIED OFFICIALS  
 Refer to Sport Specific information for Officials Requirements)

Head Official(s): \_\_\_\_\_ phone: \_\_\_\_\_  
 \_\_\_\_\_ phone: \_\_\_\_\_

**Medical:**            (PLEASE IDENTIFY WHO WILL BE PROVIDING MEDICAL COVERAGE FOR THE EVENT)

Organization Name: \_\_\_\_\_ phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ phone: \_\_\_\_\_

**Check-List:** (please tick)

☐ Competition information approved by Regional Coordinator? (**Regional Qualifier Only**)

Signature of Regional Coordinator: \_\_\_\_\_

☐ One (1) copy of the Competition/Registration Information enclosed (include a copy of the Emergency Action Plan)?

☐ Sanction Fee enclosed? (\$50.00 bond to be returned at end of competition) (**Regional Qualifier Only**)

☐ Facility Contract and Request for Insurance enclosed?

☐ Copy of Competition Rules enclosed? (**Regional Qualifier Only**)

**14 days prior to the competition please forward the following to Special Olympics BC**

☐ Copy of Divisioning, (**Regional Qualifier Only**)

**Within 14 days AFTER the competition, please forward the following to Special Olympics BC**

☐ Official Results package (**Regional Qualifier Only**)

**DO NOT CIRCULATE COMPETITION INFORMATION BEFORE SANCTIONING IS  
 GRANTED FROM SPECIAL OLYMPICS BC**



**Special Olympics**  
*British Columbia*

## SPECIAL OLYMPICS BC VOLUNTEER JOB CARD

**EVENT NAME:** \_\_\_\_\_

**JOB:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_

\_\_\_\_\_

**FINISH TIME:** \_\_\_\_\_

**ATTIRE:** \_\_\_\_\_

**REPORT TO:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_



**Special Olympics**  
*British Columbia*

## SPECIAL OLYMPICS BC VOLUNTEER JOB CARD

**EVENT NAME:** \_\_\_\_\_

**JOB:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**START TIME:** \_\_\_\_\_

\_\_\_\_\_

**FINISH TIME:** \_\_\_\_\_

**ATTIRE:** \_\_\_\_\_

**REPORT TO:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_





## Special Olympics British Columbia

### ONE DAY VOLUNTEER FORM

**Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Release:**

I, the undersigned coach, volunteer, official, parent or administrator, hereby release, discharge and indemnify Special Olympics Canada and Special Olympics British Columbia (hereinafter referred to as "Special Olympics") from all liability for injury to person or damage to property of myself. In participating in Special Olympics activities, I grant permission to use the likeness, voice and words of myself in television, radio, films, newspaper, magazine and other media, and in any form not heretofore described for the purpose of advertising or communicating the purposes and activities of Special Olympics and in appealing for funds to support such activities.

Print Name	Address	Phone Number	Date of Birth	Signature

To:	Betty Simpson	From:	
Fax:	(604) 737-3080	Local:	
Re:	Insurance Requests	Date:	

1	Evidenced to:	
2	Certificate Applies to:	
3	Description of Operation:	

Please Note:

**Evidenced to** refers to the company (s) that needs to be named on the insurance form. This will usually be your city, parks & recreation department, or school, and can sometimes be more than one. Example as follows:

City of Coquitlam	and	City of Coquitlam Parks & Recreation
3000 Guildford Way		1260 Pinetree Way
Coquitlam, BC		Coquitlam, BC

**Certificate Applies to** refers to the actual location of the program (ie. could be a field or a gym). Example:

Centennial Oval  
500 Block Poirier St.  
Coquitlam, BC

**Description of Operation:** refer to the program specifics. Example:

Athletic Club Walk  
Monday's 6 PM - 8 PM  
September 1st 2003 - July 31, 2004

## SPECIAL OLYMPICS BC MEDICAL FORM

PROGRAM YEAR: \_\_\_\_\_ FIRST YR. OF REGISTRATION: \_\_\_\_\_

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

SEX (M OR F) \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_ LOCAL: \_\_\_\_\_

\*\*\*\*\*

**SPORTS: Please circle programs athlete attends:**

Athletic Club	Floor Hockey	Figure Skating	Curling
Alpine Skiing	Aquatics	Rhythmic Gym	Snowshoeing
Soccer	Nordic Skiing	Softball	Powerlifting
Athletics	Speed Skating	10 Pin Bowling	5 Pin Bowling

\*\*\*\*\*

**EMERGENCY CONTACT:**

Contact 1: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact 2: \_\_\_\_\_ Telephone: \_\_\_\_\_

Relationship to Athlete: (circle one:)    Parent    Guardian    Spouse    Sibling    Caregiver

\*\*\*\*\*

I acknowledge that all the information given on this form is correct to the best of my knowledge,  
and that I will update this information as it changes.

\_\_\_\_\_  
Signature of Athlete/Parent/Guardian      Name of Person Completing Form      Date



## MEDICAL INFORMATION

Medical Insurance Number: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Down Syndrome: (Circle one:)      No      Yes      (If yes, please fill out the next line.)

Atlantoaxial X-ray Date: \_\_\_\_\_ Positive: \_\_\_\_\_ Negative: \_\_\_\_\_

Seizures (Circle one:)      No      Yes      (If yes, please fill out the next line.)

Type: \_\_\_\_\_ Frequency: \_\_\_\_\_

Treatment: \_\_\_\_\_

### **Medical History**

Diabetic: (Circle one:)      No      Yes      Treatment:      Diet      Pill      Injection Schedule \_\_\_\_\_

Tetanus Shot      No      Yes      Within 5 years      Within 10 years

Asthma      No      Yes

Cerebral palsy      No      Yes

Heart Condition      No      Yes      Other: \_\_\_\_\_

Allergies: (Please List)      Food: \_\_\_\_\_

Drugs: \_\_\_\_\_

Other: \_\_\_\_\_

Does the athlete have or use any of the following:

Glasses      Hearing aid      Dentures      Contact Lenses      Other

### **MEDICATION (must be updated prior to any trips)**

Self-Administered      Yes      No

Name & dosage: \_\_\_\_\_ Time/s: \_\_\_\_\_

Name & dosage: \_\_\_\_\_ Time/s: \_\_\_\_\_

Name & dosage: \_\_\_\_\_ Time/s: \_\_\_\_\_

Name & dosage: \_\_\_\_\_ Time/s: \_\_\_\_\_

Comments which would enhance the athletes' participation in program events and travel:

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## BEHAVIOUR INCIDENT REPORT FORM

NAME OF ATHLETE / VOLUNTEER: \_\_\_\_\_

DATE OF INCIDENT: \_\_\_\_\_

LOCATION OF INCIDENT: \_\_\_\_\_

.....

DESCRIPTION OF INCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DISCUSSION WITH ATHLETE / VOLUNTEER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SOLUTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

DATE: \_\_\_\_\_

SIGNATURE OF WITNESS: \_\_\_\_\_

POSITION: \_\_\_\_\_

# MEDICAL INCIDENT REPORT FORM

NAME: \_\_\_\_\_

DATE OF ACCIDENT: \_\_\_\_\_

LOCATION OF ACCIDENT: \_\_\_\_\_

.....

DESCRIPTION OF ACCIDENT: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DESCRIPTION OF INJURY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOLLOW UP ACTION NEEDED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

.....

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_