

## Competition & Sanctioning Package (Local Open & Invitational Competition)

***\*\*This package is to be used for Local competition that is not a Regional Qualifier.***

Competition is a major component of the athlete and coach experience and enables Special Olympics BC athletes the opportunity to showcase their skills against athletes of similar ability. However for a competition to be safe and fair it must meet SOBC minimum requirements.

A **Local Open or Invitational Competition** is defined as a competition where the hosting Local extends the opportunity to other Locals / Regions. The competition is not considered a qualifying event and athlete and coach competition development is considered the focus.

The following checklist should be used to ensure all SOBC competition requirements are met:

- **Local Approval** – All competition must be approved by the Local prior to submitting sanctioning.
- **Sanctioning** - All competition must be sanctioned by Special Olympics BC prior to distributing registration. To sanction a competition submit the attached 1 page sanctioning form and a copy of the proposed registration package. Sanctioning ensures all participants are covered by Special Olympics BC insurance, allows SOBC to provide support where necessary and support delivery of consistent quality competitions across the province. The package will be reviewed and response will be provided typically within 72 hours of submission.
- **Registration Package** – Registration Packages should including at a minimum the following information. For templates and/or samples please contact [competition@specialolympics.bc.ca](mailto:competition@specialolympics.bc.ca)
  - Date of competition,
  - Start and finish times,
  - Registration fee,
  - Address of venue,
  - Events being offered and schedule (if known),
  - That the competition will follow sport rules as posted on the SOBC website
  - Meals / Snacks being provided (if any) and identification if dietary restrictions can / can't be met
  - Requirement for coaches to have medical forms for their athletes with them,
  - Registration deadline (recommend 2 – 3 weeks prior to event),
  - Contact information for questions and to register,
  - For Team Sports registration must include a roster form noting minimum and maximum number of athletes per team as well as required coach ratios.
- **Sport Rules** - An effort should be made to follow Special Olympics rules and regulations to ensure athlete safety and that all events are consistent. Sport Rules can be found on the Special Olympics BC website located at [www.specialolympics.bc.ca](http://www.specialolympics.bc.ca) under “*Resources* □ *Sport Rules, Resources*”.
- **Competition Venues & Safety** - All competitions must use appropriate facilities that ensure a safe and accessible environment. Facility requirements include onsite washrooms accessible for athletes with physical disabilities. Competition Coordinators should have an Emergency Action plan in place for the day of the event and share the EAP those in attendance.



- **Officials** - At times quality officials can be difficult to locate however all efforts should be made to ensure the appropriate number of trained officials are onsite. Contacting Local Sport Clubs or using volunteers with experience and knowledge of the specific sport are great starting points.
- **Medical Coverage** - All competitions must have medical coverage for the duration of the event. Medical coverage can include, but is not limited to, Red Cross First Aid Trained volunteers, St. John Ambulance volunteers, Registered Nurses, First Response Trained Police Officers or Fire Fighters, and BC Ambulance Employees or registered Special Olympics Volunteers with first aid training.
- **Meals / Snacks** - If meals and snacks are provided, every effort must be made to ensure healthy options are available. Special Olympics BC is firmly committed to promoting a healthy lifestyle which will result in the creation of a stronger and better prepared athlete. Registration packages should include if Dietary restrictions can (or cannot) be accommodated and space left on the registration form to include any dietary restrictions if food will be provided.
- **Competition Attire** - All athletes and coaches should be properly attired based on the specific sport being played. Refer to the SOBC Web Site under “*Resources □ Policies*” for the “Practice & Competition Attire” policy. Jeans are not allowable attire for Coaches or Athletes.
- **Awards** - for Local Competitions awards should consist of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place ribbons for each event and division. Providing participation ribbons is optional. The cost for ribbons is \$0.45 / ribbon (subject to change). Requests should be submitted at least two weeks in advance of your competition to allow for mailing time to [competition@specialolympics.bc.ca](mailto:competition@specialolympics.bc.ca)
- Please do NOT designate Competition as a “Fun” tournament. Every tournament is meant to be fun but all levels of competition must adhere to the rules and regulations of the sport as well as the policies and procedures of Special Olympics BC and Canada (including roster sizes, and divisioning requirements). By asking our athletes and coaches to follow the rules we are expressing our belief in them. We hear consistently from our athletes how important this is to them.
- **Results** - must be provided to participating Locals, SOBC, Competition & Youth Coordinator at [competition@specialolympics.bc.ca](mailto:competition@specialolympics.bc.ca) within 14 days from the completion of the event.
- **Coach Sign in Sheets** - The official results package must also include coach sign in sheets for each day of competition. Refer to template – ‘Coach Sign In Sheet’ ([Appendix E](#)). ALL COACHES attending a Summer 2022 Sport Competition MUST sign in for each day of the competition.

We sincerely thank you for your commitment to providing Quality Competition opportunities for our athletes and coaches and welcome supporting you in reaching that goal.

Please contact [competition@specialolympics.bc.ca](mailto:competition@specialolympics.bc.ca) for support, additional resources and with any questions



# Special Olympics BC Competition Sanctioning Form

**\*\*This form is to be used for Local competition that is not a Regional Qualifier.**

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

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

Location of Competition: \_\_\_\_\_  
(Name and Address)

## Type of Competition

- Open (registration available to any Local)
- Invitational (invitations will be extended to specific Locals)

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Medical:

Organization/Contact: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Required Competition Support:

- We have a plan for divisioning and results
- Our competition will utilize GMS (applicable for individual timed sports).
- We would like help with Divisioning and/or someone to assist with GMS for our competition

## Additional Items to be submitted with Sanctioning Form

- Please attach a copy of the proposed registration/competition package. The competition must be sanctioned prior to issuing registration.
- Please confirm that this competition has been approved by the Local

NOTE: Results must be provided to [competition@specialolympics.bc.ca](mailto:competition@specialolympics.bc.ca) within 14 days of the competition as the final step in the sanctioning process

Please submit this form with a copy of your registration package to [competition@specialolympics.bc.ca](mailto:competition@specialolympics.bc.ca)