



Special Olympics
Australia

Transforming lives of people with intellectual disability



Event Management Guide

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ADDENDUMS / EVENT MANAGEMENT TOOLKIT

- 1. Quick Event Check List**
- 2. Sports Safety Check List**
- 3. SOA Budget Planner**
- 4. SOA Codes of Conduct**
- 5. SOA Competition Responsibilities**
- 6. SOA Event Register Form**
- 7. Sample Meal Options**
- 8. Certificate Templates (Participation/ PB Achievement)**
- 9. Protest Form**
- 10. Ceremonies Check Lists**
- 11. Sample Event Management Team structure**

SPORTS MEDICINE AUSTRALIA (SMA) RESOURCES

- **R1. Blood Rules Pamphlet**
- **R2. Hot Weather Guidelines**
- **R3. Injury Record Form**

Links:

- **[Special Olympics Australia](http://www.specialolympics.com.au)** www.specialolympics.com.au
- **[Special Olympics Inc](http://www.specialolympics.org)** www.specialolympics.org
- **[SO Sports Rules - Article 1](http://www.specialolympics.org/article1.aspx)** www.specialolympics.org/article1.aspx
- **[ASC Thanks Official/Coach](http://www.ausport.gov.au/supporting/coachofficial/thanks)** www.ausport.gov.au/supporting/coachofficial/thanks
- **[National Volunteer Week \(Certificate templates\)](http://www.volunteeringaustralia.org)** www.volunteeringaustralia.org
- **[International Day of People with a Disability \(Certificate templates\)](http://www.idpwd.com.au)** www.idpwd.com.au
- **[Sports Medicine Australia](http://www.sma.org.au)** www.sma.org.au

SPECIAL OLYMPICS PHILOSOPHY

Special Olympics is founded on the belief that people with intellectual disabilities can, with proper instruction and encouragement, learn, enjoy and benefit from participation in individual and team sports. Special Olympics also believes that through millions of individual acts of inclusion where people with and without intellectual disabilities are brought together, long-standing myths are dispelled, negative attitudes changed and new opportunities to embrace and celebrate people with intellectual disabilities are created.

Competition is the heart of Special Olympics. Competition should be the motivation for training and sustaining participation in sport. This Special Olympics Event Management Guide has been designed to assist you in the effective planning, organisation and administration of a safe, quality and dignified sports competition. It is intended to serve as a guide that should stimulate thinking on the part of an Event Management Team.

The uniqueness of each event makes it impossible to list all specifics. Therefore, an effort has been made to identify fundamental responsibilities and concepts. There may be situations where time, structure or facilities do not allow some of these functions, or there may be situations where much more can be done. However, the basic principles should remain the same for any level of competition.

Conducting a successful Special Olympics competition is a challenge that takes dedication and a lot of hard work. The results can be one of the most satisfying experiences in sports.

SO, let's get started!

The goals of Special Olympics Games and Competition are as follows:

1. To provide a high quality competition experience for all participating athletes
2. To create an “Olympic” type atmosphere around the event
3. To provide a positive experience for families and other supporters
4. To increase public awareness and education about the abilities of people with an intellectual disability
5. The main focus of every competition must be the athletes

To achieve these goals, Host & Event Organisers must incorporate the items listed below into their events:

- ✓ Good and even competition divisions
- ✓ Athlete focused
- ✓ Trained officials enforcing the official sports rules
- ✓ “Olympic” type pageantry for Opening and Closing Ceremonies
- ✓ Award Ceremony recognition for all athletes
- ✓ Hospitality for and recognition of, families
- ✓ Public participation as volunteers and spectators
- ✓ Celebrities and guest involvement
- ✓ Media Coverage

EVENT PLANNING

Quality sports events will promote Special Olympics in the community, provide on-the-job training for volunteers, give athletes and coaches a focus for training, and Organising Committees the opportunity to build their skills and experience, which may lead to hosting higher levels of competition.

A region should host an event(s) at local level before they consider organising a larger event. This enables:

- Volunteers and Officials to be introduced to the basic philosophy and organisation of Special Olympics
- Athletes in training to experience the first level of competition
- The reinforcement of rules and competition procedures for all athletes in the Special Olympics program
- An Organising Committee to build and assess organisational and administrative skills before taking on larger events

Types of SO Events:

Tier 1	Community Affiliated Groups	Fun Event / Come & Try Day Ribbon Day
Tier 2	Local Programs	Local Competition (regions) Inter-regional Games
Tier 3	State-Level	State Games Invitational State Games
Tier 4 (not covered in this Guide)	National-Level	Junior National Games National Games (open-age)

In order to hold a successful event and provide a quality experience, Event Organisers need to consider and assess the following information in their planning:

- 1. How many athletes & sports can be managed?**
- 2. Facility availability and limitations**
- 3. Volunteer Resources**
- 4. Financial Resources**
- 5. The needs, abilities and interests of the participants**

13 STEPS TO SUCCESS:

- ☑ Step 1 Date/Facilities
- ☑ Step 2 Feasibility & Budget
- ☑ Step 3 Event Organising Committee
- ☑ Step 4 Registrations Requirements
- ☑ Step 5 Invitations
- ☑ Step 6 Volunteers
- ☑ Step 7 Sports Safety & Risk Management
- ☑ Step 8 Meals & Refreshments
- ☑ Step 9 Housing
- ☑ Step 10 Competition Management
- ☑ Step 11 Ceremonies & Awards
- ☑ Step 12 Special Events
- ☑ Step 13 Evaluating the Event

The entire 13 Steps are essential to the success of any level of Special Olympics competition, but to what extent each step is implemented to, depends on the tier level of competition.

Following is a checklist on the recommended Tier-Level requirements (page 14), and on pages 16 to 31 there is a complete overview on each step.

Not every tier event will need to implement all listed items in each step, but we recommend Event Organisers read through the Guide and identify which areas can be incorporated to their Event.

TIER 1:
COMMUNITY & AFFILIATED GROUPS

SO Fun Days, Come & Try Days,
 & Ribbon Days
 (Duration: 2hrs - 4hrs)

This Tier-level event is often the first introduction for new and potential members, so it is essential Special Olympics is well-presented and branded, and there is available information for those seeking additional details.

1 Date/Facilities	Find suitable facilities, check scheduling, set the date, and consider timelines to access pathways to a Tier Two event. Let the state body and local region/s know of the event and dates, as well as submit an Event Registration form to Special Olympics Australia.
2 Budget	Calculate costs vs budget including any income via sponsorship, donations, entry fees. Is the event feasible?
3 Organising Committee	Identify key personnel to be responsible for each aspect of the event from registrations to promotion. Community Development Officers can help here but you can also contact members of the local community, including sports clubs and schools, local region and state.
4 Registrations	Circulate Registration Package and entry forms a minimum of 6 weeks prior to the event.
5 Invitations	Send invitations 3-6 weeks in advance, and include local regions and the state program.
6 Volunteers	Identify volunteer requirements. Volunteers can be sourced from the local region, service groups and partnering schools.
7 Safety & Risk Management	Regardless of the size of the event, complete the sports safety checklist to ensure all risks are considered, identified and can be remedied as necessary.
8 Meals & Refreshments	Plenty of water must be available to all volunteers and participants at the venue, whether this is a bubbler, canteen facility or bottled water. If you are not providing food at the event inform all attendees and volunteers what is available onsite or what they need to bring. This information should be included with Registration Package.
9 Housing	Provide attendees and volunteers travelling long distances to the event details of local accommodation options. This information should be included with Registration Package.
10 Competition Management	Collate entries and circulate event schedule, including registration process, competition format and ceremony details to teams/schools/group managers/coaches, officials, volunteers and guests. Calculate and ensure a sufficient number of awards, certificates, and information packs are available and that there is visual representation of Special Olympics through posters and signage. Brochures for new and/or potential members should also be made available. Many materials can be supplied by the Special Olympics national office if notified 2 weeks prior to the event. Event staff and volunteers should be easily identifiable with t-shirts and/or caps featuring the correct use of the Special Olympics logo. Let local media know about the event and invite them along.

<p>11 Ceremonies & Awards</p>	<p>Opening, Closing & Awards Ceremonies form part of all Special Olympics competitions and can be modified to suit your event, particularly where time is a factor. For example:</p> <p>Opening Ceremony: Participants can be grouped into teams or schools and welcomed by the organiser. This should include welcoming all attendees, acknowledging participants (names schools, groups, clubs), leading the reading of the oaths (athletes, coaches & if required officials) and declaring the Games open. The singing of the national anthem and the raising of the Special Olympics flag are recommended where facilities allow. This can be completed in 10 minutes to maximize playing time, but as this is often the first introduction to Special Olympics for participants it is an important element of the event.</p> <p>Awards & Closing: All participants should receive an award like a participation ribbon (these may be provided and presented by a sponsor). Awards should be presented with the announcement of the participant's name and event. Once everyone has received their awards the event organiser should congratulate participants, thank coaches, teachers, officials, volunteers and sponsors, and declare the event closed.</p>
<p>12 Special Events</p>	<p>Athlete Ambassadors will add value to your event and should be considered for an event role. Ambassadors can deliver speeches, take part in official ceremonies, mingle with parents, inspire other athletes, meet community members, present ribbons and much more. They can also welcome new members and support new athletes.</p>
<p>13 Evaluation</p>	<p>Now that the hard work is over and you have enjoyed a great event invite feedback, review comments and document this for future events (Where possible conduct onsite evaluation with volunteers and provide feedback forms to all participants. Touch base within a week with schools/groups/coaches if you have not received any feedback.) Forward Appreciation Certificates to all volunteers who assisted with the event within a week of the event. A certificate template is available from our website.</p>

TIER 2:
LOCAL PROGRAMS

Local Competitions &
Inter-regional Games
(Duration: 2hrs – 8hrs)

This Tier-level event is the first level of official competition for SO athletes. This level of competition should prepare participants for future and higher level competitions, and the expectations of Tier 3 events.

As it is the first level of official competition it is essential Special Olympics is well-presented and branded, and provides a quality competition experience.

1 Date/Facilities	Find suitable facilities, check scheduling, set the date, and consider timelines to access pathways to a Tier Three event. Advise your State Sports Manager of the event and dates, as well as invited regions, and submit an Event Registration form to Special Olympics Australia.
2 Budget	Calculate costs vs budget including any income via sponsorship, donations and entry fees and present to the regional committee for approval.
3 Organising Committee	Identify the key personnel, such as sports coordinators and coaches, to be responsible for each aspect of the event ranging from registration processing to competition plans. Also seek the skills of the regional committee and partnering clubs.
4 Registrations	Circulate Registration Pack with entry forms a minimum of 6 weeks prior to the event.
5 Invitations	Send invitations 3-6 weeks in advance, and include the state program plus local supporters.
6 Volunteers	Identify volunteer requirements. Volunteers can be sourced from the local region, service groups and partnering clubs, other regions and state personnel.
7 Safety & Risk Management	Regardless of the size of the event, complete the sports safety checklist to ensure all risks are considered, identified and remedied as necessary. Attending teams should also be given details of first aid facilities as well as the local hospital. Send details with Registration Packs.
8 Meals & Refreshments	Plenty of water must be available to all volunteers and participants at the venue, whether this is a bubbler, canteen facility or bottled water. If you are not providing food at the event inform all attendees and volunteers what is available onsite or what they need to bring. This information should be included with Registration Packs.
9 Housing	Provide attendees and volunteers travelling long distances to the event details of local accommodation options. This information should be included with Registration Packs.
10 Competition Management	Collate entries and circulate event schedule, including registration process, competition format and ceremony details to all invited regions, programs, volunteers, officials, guests and State Sports Manager. Calculate and ensure a sufficient number of awards, certificates, and information packs are available and that there is visual representation of Special Olympics through posters and signage. Brochures for new and/or potential members should also be made available. Many materials can be supplied by the Special Olympics national office if notified 2 weeks prior to the event. Event staff and volunteers should be easily identifiable with t-shirts and/or caps featuring the correct use of the Special Olympics logo. Let local media know about the event and invite them along, and look for a volunteer to take photos.

<p>11 Ceremonies & Awards</p>	<p>Opening, Closing & Awards Ceremonies are part of all Special Olympics competition and can be modified to suit your event, particularly where time is a factor. For example:</p> <p>Opening Ceremony: Participants can be grouped into teams or schools and welcomed by the organiser. This should include welcoming all attendees, acknowledging participants (names schools, groups, clubs), leading the reading of the oaths (athletes, coaches & officials) and declaring the Games open. The singing of the national anthem and the raising of the Special Olympics flag are recommended where facilities allow. This can be completed in 10 minutes to maximize playing time, but as this is often the first introduction to Special Olympics for participants it is an important element of the event.</p> <p>Awards & Closing Ceremony: All participants should receive an award according to results (these may be provided & presented by a sponsor). Awards should be presented with the announcement of the participant's name, region/club, event and placing. Once everyone has received their awards the event organiser should congratulate participants, thank coaches, teachers, officials, volunteers and sponsors, and declare the event closed.</p>
<p>12 Special Events</p>	<p>Athlete Ambassadors will add value to your event and should be considered for a Games role. Ambassadors can deliver speeches, take part in official ceremonies, mingle with parents, inspire other athletes, meet dignitaries, present medals and much more. They can also welcome new members and support new athletes.</p>
<p>13 Evaluation</p>	<p>Now that you have enjoyed the event invite feedback, review comments and document this for future events. (Where possible conduct onsite evaluation with volunteers and regions, otherwise request feedback be provided via email post-event.) Forward results to all regions, clubs and State Sports Manager as well as Appreciation Certificates to all volunteers who assisted with the event within a week of the event (template available from our website).</p>

TIER 3:
STATE LEVEL

State Games & Invitational State Games
(Duration: 1 - 3 days)

This Tier-level event is the pinnacle for participants that have prepared and progress through local level competitions, along with being the pathways to higher level national competitions.

Planning is critical at this level and Event Organisers need to carefully follow all steps (page 16 to 31) to ensuring State Games provide quality competition for all participating and create an “Olympic” type atmosphere.

Accredited States need to offer a pathway to State Games in each sport offered in their program.

1 Date/Facilities	Find suitable facilities, check scheduling including Tier Four events and set the date. Tier Allow 12 months to prepare for the event and ensure regions can provide athletes with adequate training, preparation and qualifying competitions. Advise your all regions and affiliates of proposed date as soon as possible so they can plan their calendars accordingly. Submit an Event Registration form to Special Olympics Australia.
2 Budget	Calculate costs vs budget including any income via sponsorship, donations and entry fees and present to the State Management Committee for approval.
3 Organising Committee	Identify key personnel to be responsible for each aspect of the event and seek their assistance. Refer to our Event Management Guide for comprehensive details.
4 Registrations	Circulate Registration Packs as soon as possible to allow for best planning and preparation.
5 Invitations	Send at least 6 weeks in advance, and include relevant state sports organisations, sponsors, local dignitaries, supporters and media.
6 Volunteers	Identify volunteer requirements. Volunteers can be sourced from the local region, service groups and partnering clubs, other regions and state personnel.
7 Safety & Risk Management	Regardless of the size of the event, Special Olympics places great importance on ensuring the safety of all members by assessing and identifying risk. Refer to the Events Management Guide for comprehensive details.
8 Meals & Refreshments	Organisers need to inform all attendees and volunteers of what is available at each venue, options for ordering lunches along with any event dinners. Plenty of water needs to be available at all venues. Include these details with Registration Packs.
9 Housing	Provide attendees and volunteers travelling long distances to the event details of local accommodation options. This information should be included with Registration Packs.

10 Competition Management	<p>Collate entries and circulate event schedule, including registration, competition format, and ceremonies, to all invited regions, programs, volunteers, officials, guests and State Sports Organisations prior to the event. Calculate and ensure a sufficient number of awards, certificates, and information packs are available and that there is visual representation of Special Olympics through posters and signage. Brochures for new and/or potential members should also be made available. Many materials can be supplied by the Special Olympics national office if notified 2 weeks prior to the event. Event organisers and volunteers should be easily identifiable with t-shirts and/or caps featuring the correct use of the Special Olympics logo. Local media should be encouraged to cover the event and professional volunteer photographers sought to capture the action for future promotional activities.</p>
11 Ceremonies & Awards	<p>Opening, Closing & Awards Ceremonies are part of all Special Olympics competition, however there is greater emphasis here on the high quality of pageantry to match the importance and scope of the competition. Olympic-type pageantry that is athlete focused is essential although it is understood that depending on facilities and the size of the event, flag raising and lighting of the torch may not be available.</p> <p>Engage sponsors, VIPs and local dignitaries in ceremonies and awards presentations.</p> <p>Full details are available in the event management guide.</p>
12 Special Events	<p>Athlete Ambassadors will add value to your event and should be included in Games role such as public speaking, official ceremonies, VIP engagement and presenting medals.</p> <p>Consider hosting a Healthy Athlete Program and Families Program to welcome and acknowledge families.</p>
13 Evaluation	<p>Now that you have enjoyed the event invite feedback, review comments and document this for future events. (Where possible conduct onsite evaluation with volunteers and regions, otherwise request feedback be provided via email post-event.) Forward results to all regions, clubs and State Sports Manager as well as Appreciation Certificates to all volunteers who assisted with the event within a week of the event (template available from our website).</p>

TIER 1	Community Affiliated Groups	Fun Event / Come & Try Day / Ribbon Day			
TIER 2	Local Programs	Local Competition / Inter-regional Games			
TIER 3	State-Level	State Games / Invitational State Games			
REQUIREMENT					
	Section	Toolkit	TIER 1	TIER 2	TIER 3
PRE EVENT					
Setting the date, check clashes	1		✓	✓	✓
View & book facilities	1	✓	✓	✓	✓
Check venue/s contracts & insurance	1	✓	✓	✓	✓
Prepare feasibility & budget, present for approval	2	✓	✓	✓	✓
Pay venue deposit	2		✓	✓	✓
Get confirmation of booking in writing	2		✓	✓	✓
Audio requirements	2		✓	✓	✓
Equipment needs	2		✓	✓	✓
Signage requirements	2		✓	✓	✓
Promote the event/publicity	2		✓	✓	✓
Identify key Games Personnel & appoint	3		✓	✓	✓
Registrations packages – incl entries, timelines, codes of conduct, competition responsibilities	4	✓	✓	✓	✓
Information Packs for new members, groups	4	✓	✓		
Submit Event register to SOA	4	✓	✓	✓	✓
Invitations	5				
• Affiliated groups			✓	✓	
• Accredited regions				✓	✓
• Accredited states (if approved invitational event)				✓	✓
• Invitational groups (as approved)			✓	✓	✓
• Regional representatives			✓	✓	✓
• State representatives				✓	✓
• Local VIPs, councilors, mayors etc			✓	✓	✓
• Dignitaries & Celebrities				✓	✓
• State Sports Body			✓	✓	✓
• Sport Ambassadors			✓	✓	✓
• Sponsors			✓	✓	✓
• Press			✓	✓	✓
Establish volunteer & official requirements & recruit/book	6		✓	✓	✓
Identify key service groups for assistance	6		✓	✓	✓
Volunteer roles & orientation	6		✓	✓	✓
Confirm officials attendance	6		✓	✓	✓
First Aid plan	7		✓	✓	✓
Safety /Risk Assessment for event & venues	7		✓	✓	✓
Meal & Refreshments requirements	8		✓	✓	✓
Housing / Accommodation options	9				✓
Calculate & order awards	10		✓	✓	✓
• Ribbons awards			✓	✓	✓
• Certificates (Personal Best/Participation)				✓	✓
• Medals					✓

REQUIREMENT	Section	Toolkit	TIER 1	TIER 2	TIER 3
Divisioning in accordance with SO requirements	10			✓	✓
Prepare and circulate programme	10		✓	✓	✓
Inclement weather plan	10		✓	✓	✓
Special Events	12				
• ALP			✓	✓	✓
• HAP					✓
• Family Program					✓
EVENT					
Venue set- up, including signage	2		✓	✓	✓
Volunteer & Officials briefing	2		✓	✓	✓
Sports & venue safety check	7		✓	✓	✓
Coaches briefing, including protest procedure, first aid plan etc	10		✓	✓	✓
Opening Ceremony	11	✓			
• Welcome			✓	✓	✓
• Present groups/March pass			✓	✓	✓
• Oaths			✓	✓	✓
• Flags (preferred if available)					✓
• National Anthem (preferred if available)			✓	✓	✓
• Torch (✓*
• Declare Games open			✓	✓	✓
Closing Ceremony	11	✓			
• Congratulate participants			✓	✓	✓
• Thank officials, volunteers & sponsors			✓	✓	✓
• March past			✓	✓	✓
• Lowering of flags					✓
• Hand flag onto next host					✓
• Extinguishing flame					✓
• Event declared closed			✓	✓	✓
• Circle of friends					✓
Awards	11	✓			
• Announcer briefed			✓	✓	✓
• Athletes marshaled in order (8 th to 1 st)			✓	✓	✓
• Easy flow of athletes to awards presentation area			✓	✓	✓
POST EVENT					
Evaluate event	13		✓	✓	✓
Compile evaluation recommendations & submit to region/state	13		✓	✓	✓
Forward official results to team/schools/regions/state	13		✓	✓	✓
Appreciation certificate to all volunteers/officials/sponsors	13		✓	✓	✓

* Where possible

Step 1

1.1. SETTING THE DATE, check the following:

- Any clash with other Special Olympics or major community event
- No clash with major sports events that might exclude the services of sports officials
- No clash with major schools event/holidays
- Timelines to next level event i.e. scheduling qualifying local competition to allow advance to state-level
- Check that facility is available for the date(s) you want it and obtain confirmation of the booking including any monetary cost in writing, postponement date if needed

1.2. BOOKING A FACILITY, (*Toolkit 1*) consider whether it has adequate/suitable :

- access for all the athletes (including athletes using wheelchairs)
- competition space
- teams/spectator seating
- toilets/changing facilities
- first-aid/medical assistance area
- meals and refreshments facilities
- officials/results area
- telephone access
- awards area
- options for Inclement weather / Adequate shade/shelter
- safe environment
- transportation options i.e. parking, proximity to public transport, etc
- registration areas for athletes, officials, volunteers, VIPs
- souvenirs & merchandise area
- VIPs area/refreshments
- availability of venue access for setting up, as well as competition
- venue contract and insurance cover

Step 2

2.1. PREPARE FEASIBILITY REVIEW FOR HOSTING EVENT, consider

- How many athletes & sports can be managed
- Facility availability and limitations
- Volunteer Resources
- Financial Resources
- The needs, abilities and interests of the participants

2.2. SET UP BUDGET, (*Toolkit 3*) Hosts can ask for a registration fee. Where possible, costs should be reduced/absorbed by sponsorship, donations (money & goods). Budget and fee should be based on:

- Charges for use of venue and equipment, including PA etc (check when booking if is there a reduction for disability/not-for-profit groups?)
 - Estimated catering costs
 - Awards (certificates, ribbons or medals) from estimates of athlete numbers
 - Administration, i.e. postage, photocopying/printing, programs, souvenirs, recognition certificates
 - First Aid/medical coverage
 - Cost of technical officials, judges, referees, umpires etc
 - Any costs for social activities
 - Accommodation (if this is being provided)
- Projected income:
- registrations, donations, sponsorship
 - fundraising projects
 - merchandise sales, raffles, etc

2.3. PRESENT BUDGET AND FEASIBILITY FOR APPROVAL.

2.4. ONCE APPROVED, pay holding deposits on venues, and obtain booking confirmation in writing

3. Step 3

3.1. IDENTIFY & APPOINT KEY PERSONNEL TO THE EVENT MANAGEMENT TEAM (EMT), provide them with a definite area of responsibility that they understand and ensure all tasks required are covered.

3.1.1. For many years events have been run by a small number of devoted and hard working volunteers. In many cases it was one person who would take on pre planning of all the different functions to make the event happen. The Event day was a busy time as they had to handle questions and deal with any issues that arose with everything from the parking to the PA. Not to mention trying to concentrate on the competition which was often the part they knew most about. It would be unfair and unrealistic to expect the volunteer who has managed these events to continue this way and include all the key components for a quality competition. Unless of course he or she has a team of people working with them. A team of volunteers who each have their own area of responsibility. A team that, like the volunteer, is devoted and committed to making a great .

3.2. Moving forward our aim is that every Special Olympics will have an Event Management Team (EMT). This applies regardless of the sport, the venue, the number of participants or stage in the advancement cycle. Each individual on the team will have their specific role and responsibilities but it is the Team as a whole who will organise and deliver the event.

3.2.1. The EMT is made up of volunteers who take:

- Manager roles**
- Coordinator roles**
- General volunteers (event day only)**

3.3. There are many benefits of putting an Event Management Team (EMT) in place. These include:

- Shared workload
- Reduce the dependency on any one person
- Defined roles and responsibilities
- Better communication – clear who can be contacted on a particular issue
- A clearly identified management structure
- No single point of failure – if any member of the team needs to leave there are others who can continue their work
- Benefits for Special Olympics:
 - Consistency – same high standards across all sports and regions
 - Better communication – clear who can be contacted on a particular issue

- Volunteers can easily take similar roles at other events
- Training of volunteers aided by the fact that there's a consistent team and structure at all events
- An opportunity to develop materials and documentation that is relevant to all

3.4. Manager Roles

There are 5 manager roles on the EMT. These are:

- Event Manager
- Operations Manager
- Competition Manager
- Event Services Manager
- Safety Officer

The keys responsibilities of volunteers who take manager roles include:

- Booking the Venue
- Driving the development of the Event plan
- Working with Volunteer Services to assign volunteers to the Event Team
- Communicating with accredited regions, affiliated groups and the volunteers
- Venue lay-out planning
- Coordinating and supporting the work of Team members
- Ensuring that each function is integrating well with the others
- Assisting team members wherever possible and being available for consultation
- Problem solving when required
- Liaising with relevant statutory authorities
- Decision-making when necessary
- Evaluating of the Event

3.5. Coordinator roles

There are a number of different coordinator roles on any Event Management Team. A Coordinator is the person who leads up a particular function, e.g. The *Staging Coordinator* plans and manages all aspects of Staging.

- The keys responsibilities of volunteers who take coordinator roles include:
- Be familiar with the requirements for their particular function
- Planning their function
- Managing their function on the Event day
- Communicating with volunteers assigned to their function
- Coordinating and supporting their volunteers on the Event day
- Liaising with other coordinators as necessary
- Updating their Manager on the plan
- Evaluating their function

3.6. General Volunteers

The key difference between General Volunteers and other members of the event team is that General Volunteers usually don't have a role in the pre-planning of the Event. General Volunteers arrive at the event, they are briefed on their role, and complete their specific tasks throughout the day. For busier events (e.g. athletics, aquatics) it is a good idea for general volunteers to attend a 'Venue Walk-through' at some point before the Event where they will be shown around the venue and briefed on their role prior to the day.

3.7. Team Structure

The EMT structure (*Toolkit 11*) identifies the different functions (e.g. Medical) that need to be planned for an Event. However, this does not necessarily mean that each function requires a specific person working on it; for many Events some functions are quite small. There still needs to be someone who takes responsibility for them but that person could also take responsibility for more than one function (e.g. the *Operations Manager* might also take on the *Logistics Coordinator* role, etc).

There are two roles that must be filled from the very outset. They are:

- Event Manager
- Competition Manager

These two roles may be sufficient for Tier 1 events. The Event Manager will drive and coordinate the overall planning for the Event. The Competition Manager will do the same for the competition side of the Event.

All the functions at an Event can be grouped into three 'departments'. Each has a Manager who coordinates them. They are:

- Operations
- Competition
- Event Services

When the Events Managers and Competition Manager have been assigned the next priority roles are that of the Operations Manager, the Event Services Manager and the Safety Officer.

Note: The reason that the Safety Officer does not have a team working with them is because Safety is everyone's responsibility. The Safety Officer is there to assist and advise the rest of the team and to work with them to overcome any safety concerns.

If these five roles are filled then every function has at least one person who can start planning for it.

3.8. Other Essential Roles

On the EMT structure (*Toolkit 11*) you will see that some roles are highlighted. These are the roles on the team that you should strive to assign an individual to. There are 12 in total including the five management roles mentioned above. The others are:

- Volunteer Services Coordinator
- Families/Info Coordinator
- Awards Coordinator
- Competition Administration Coordinator
- Staging Coordinator
- Medical Coordinator/
Athlete Protection Officer

These are important functions that are usually big enough to require an individual volunteer to take the responsibility for planning and managing them.

3.9. Combined Roles

The roles on the Event Management Team structure (*Toolkit 11*) that are not highlighted are functions that must be planned but, depending on the Tier level of the Event, might not require an individual volunteer specifically assigned to them. These are functions that can be combined into one role for a volunteer.

For example, at a Tier 1 event one volunteer could combine Competition with Awards. In some cases a volunteer who is in a Manager role could also plan a particular function. For example the Operations Manager might also organise the Publicity role for the event.

3.10. COMMITTEE MEETINGS should be kept to a minimum and as a general rule:

- Called for a specific purpose
- Only attended by those who need to be there
- Planned well in advance (everyone is busy)
- Followed up by the Games Director/Event Organiser (especially if someone is absent)
- Should not be too long - short, informative & enjoyable
- Minutes should always be kept and circulated within a week of the meeting, listing each job allocation with the name/s of the person/s responsible
- The Games Director should keep in regular contact with the key people monitoring actions and support required

Step 4

4.1. REGISTRATION PACKAGES should be sent a minimum of 6-8 weeks ahead of the planned event

Standardised Registration Packages with entry forms are available for committees' use, and can be adapted by approaching State Sports Managers.

Ideally entries should be completed online using the SOMS competition selection process. If hardcopy forms are required, they should include:

- SOMS Member # (If a SO Member)
- name
- gender
- age
- sport
- entry event/s, best performance time/score, & when achieved
- region & coach information
- confirmation of eligibility, i.e. qualifying event, financial member etc

4.2. Registration package information should include:

- registration timelines, highlighting closing date
- proposed timetable of events
- registration costs & where to forward payment
- entry forms
- contact person for event
- any special rules/groupings
- order of events especially for athletics and swimming
- details of provided housing, or accommodation options
- food and refreshments options
- map and details of venue/s location/s
- special events/ social arrangements and times
- SO information package for new groups/members
- Code of Conduct & Competition responsibilities (*Toolkit 4 & 5*)

4.3. Teams need to be reminded to bring with them:

- athlete medicals & information sheets
- uniforms & equipment (e.g. bocce balls)
- safety gear (e.g. shin pads, helmets)

4.4. A timetable for the whole event should be provided:

- Managers meeting time & location
- team check-in time & location
- Opening Ceremony arrangements/times
- event timetable/draw & awards timetable

Step 5

5.1. INVITATIONS to be extended to:

- Affiliated groups
- Accredited SOA regions
- Accredited SOA State/s (if approved invitational event)
- Invitational groups (as approved)
- Regional representatives
- State representatives
- Local VIP's i.e. councillors, Mayor etc
- Sports Officials / State Sports Body
- Dignitaries & Celebrities (awards presenters)
- SOA Ambassadors – through SOA
- Press - TV, radio, newspapers
- Local Clubs / Associations
- Community service groups (if using their assistance)
- Sponsors
- Parents, families and friends
- General public through advertising

5.2. Ideally send invitations maximum 3 months – minimum 6 weeks ahead of the event.

5.3. Include a return slip with the invitation to encourage invitees to reply to your invitation (assists your planning)

5.4. Register the event with your State and National Office (*Toolkit 6*)

Step 6

6.1. **VOLUNTEERS** are essential to every event, with tasks being completed by people from a wide range of age groups, general and specialized skills.

6.1.1. To increase awareness of Special Olympics in the community as many groups as possible should be asked to help out

6.1.2. Identify key service groups for assistance. The 'one job for one club' guide has worked well previously e.g. Lions – meals & refreshments; Guides/Scouts – Award presentations; Rotary – marshalling & recording results; Army reserves – venue set-up; etc

6.1.3. Identify key sponsor/work-place giving companies for assistance, e.g. Otis – swimming events; Booz – IT support; Sefiani’s – press releases (via National Office)

6.2. Tasks include:

- Games Organising Committee roles:
 - event administration
 - transport
 - equipment
 - preparing/serving refreshments (& delivering to venues if required)
- security
- erecting tents
- marshals, recorders, timekeepers
- meeting and greeting guests (ALP’s role)
- runners
- program sellers/issuers
- venue set up/tidy up
- marking sports areas
- putting up banners/signs
- assisting at Ceremonies
- assisting officials
- entertainers
- photographers
- journalists

6.3. All volunteers should receive the following:

- Briefing on Special Olympics, the task/s they are responsible for and given a written job description outlining duties. (This should be done by Games Director, Competition Manager, or nominated person)
- Be easily identifiable - name tags/shirts/hats
- Volunteers/groups acknowledged in the program, at Closing ceremony and post-games a letter of thanks
- Be invited to send a representative to all volunteer meetings and any social event after the competition is over

Looking after the volunteers will aid in obtaining assistance for future events, creating greater awareness of Special Olympics and reduce the amount of briefing required in future, as your volunteers will be experienced!

6.4. **Where possible events should utilise the skills of officials from sports clubs/associations to be in charge of the officiating duties.** Identify the different jobs and numbers required for each. Ensure the officials know:

- Date & event
- hours needed
- Special Olympics contact person
- number of officials required
- uniform requirements
- refreshments you will supply
- any social event planned for volunteers

6.5. Obtain the contact details for the officials (for insurance & acknowledgement purposes)

6.6. Brief sports officials on how to apply the rules and any Special Olympics adaptations (a written copy of the rules and/or procedures is often helpful)

6.7. Where there are not enough officials - approach schools, tertiary sport & recreation groups, or request support from participating regions to supply an official.

6.8. Provide training for any non-qualified officials

Step 7

7.1. **SPORTS SAFETY** is about identifying potential hazards and problems and being prepared to deal with situations that may arise. (*Toolkit 2*)

7.1.1. In accordance with SO Article 1 (Section F) accredited programs must conduct all competitions in a safe environment, taking responsible steps to protect the health and safety of athletes, coaches, volunteers and spectators, and must adhere to sports-specific medical and safety requirements as contained in the sports specific rules.

7.1.2. Accredited Regions and State Programs must comply with the minimum standards for safety precautions at the sites of competitions, including:

- Adequate precautions must be taken to avoid exposing athletes to sunburn, hypothermia or other conditions or illnesses caused by exposure to the elements
- Ample water or other liquids must be provided for athletes throughout the competition and athletes should be encouraged to take appropriate water breaks
- Special precautions must be taken to insure that each participant receives any medications that have been prescribed for his/her use.
- Competition organisers, officials and coaches must take into account the cardiovascular effect and level of strenuousness of a sport when setting the competition schedule for that sport, taking into account the length of competition, weather conditions, the physical ability of the participants and the need for adequate rest periods. In general,

athletes should be given adequate time between trials, finals and competitions and team given adequate time between the end of one competition and the next round of competition.

- Protective equipment requirements are found in sports rules where appropriate.
- Guidelines and medical clearance for participation by athletes with Down Syndrome who have Atlanto-Axial Instability (see SO Article 1 – Addendum F)

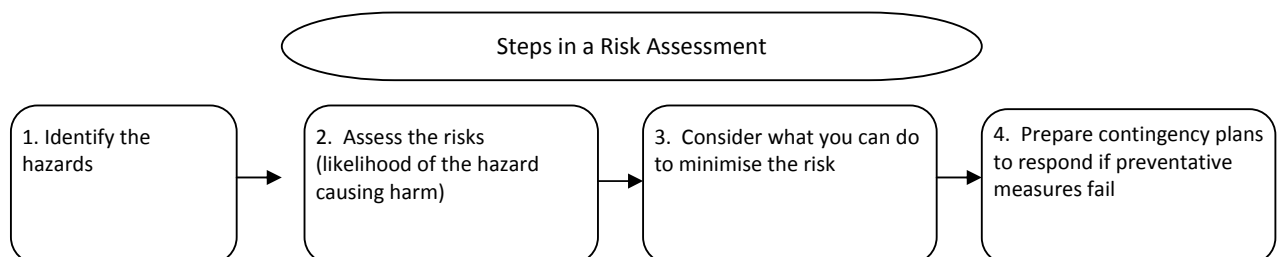
7.1.3. Event organisers need to ensure the following are provided for:

- A first Aid plan clearly outline and publicised to all Teams, listing medical contacts, assistance available, supplies available, and/or closest medical facilities for additional further medical treatment
- All First Aid areas must be clearly identified, adequately equipment, and staffed by a qualified medical person.
- Quiet area set aside for treatment of anyone sick/injured
- Injury report forms (*Toolkit SMA R3*)
- Wet weather plan (if applicable)
- Safety checks on playing area and equipment (*Toolkit 2*)
- Facility maintenance before and during the event (e.g. litter & toilets)
- Adequate shade, shelter & hot weather guidelines (*Toolkit SMA R2*)
- Telephone access
- Proper supervision in all areas used by the event
- Emergency evacuation plan (if applicable)
- Identification of any danger areas, teams notified of problem areas
- Qualified officials / event personnel
- Spectator facilities

7.2. RISK MANAGEMENT

7.2.1. A risk assessment is a systematic approach to the control of hazards and should be done in relation to the physical characteristics of the venue, likely audience, technical equipment, nature of the event, etc. A key activity of the Safety Officer will be to carry out an appropriate risk assessment.

Note: A hazard is anything with potential to cause harm



7.2.2. The guiding principle of the risk management process is to:

- ❑ **Avoid the Risk:** It is not possible to avoid all risks associated with running each and every sports competition event but we must consider ways to avoid identifiable risks when practical.
- ❑ **Reduce the Risk:** Risk Management methods reduce the probability of a loss or the severity of a loss that cannot be prevented.
- ❑ **Transfer the Risk to another Party:** If an identified risk cannot be avoided or reduced to an acceptable level, then it may be possible to transfer that loss to another party by means of a contract.
- ❑ **Retain the Risk:** If a risk has been identified, but cannot reasonably be avoided, significantly reduced, or transferred, then the Event Management Team may have to retain responsibility for that risk.

7.2.3. In completing the sports safety assessment (*Toolkit 2*) key elements should be considered and appropriate plans put in place to cater for each area. Most of these elements should already be in place and provided for by the venue that you are using. The best source of information on all of these is the Games Director or Venue Operator. This information is also useful when completing venue layouts.

Step 8

8.1. **MEAL AND REFRESHMENTS** covers meals and drinks for athletes, officials, volunteers & special guests. Provide adequate water stations at competition venues and the sale of food/drink to the public - if needed (*Toolkit 7*).

Organisers are to ensure:

- ❑ Adequate number of water stations/supplies at venues. Athletes can be also be encouraged to bring their own water bottles
- ❑ Provision of meals and drinks (hot & cold) to athletes and coaches for whatever meals are being provided at an event, i.e. lunch
- ❑ Meals and refreshments for officials, volunteers & guests (hot/cold drinks, snacks, lunches)
- ❑ Providing refreshments for sale for events longer than a day, Event Organisers need to consider:
 - Suitable lunches and refreshments available on site or by pre-ordering lunch
 - Consideration for hosting a Games dinner for regions staying overnight
 -

- For Tier 1 & Tier 2 events athletes and coaches are to be informed if food is to be provided or available (canteen, kiosk etc), with the option for attendees to bring their own food.
- Event Organising Committee should make every effort to provide a large variety of food including fruit and vegetables
- Special diets per specific requests from regions/teams should be considered
- At least two drinks per day should be supplied. Soft drink and bottled water, plus tea and coffee

9. Step 9

9.1. **HOUSING** for events run over two days, the Event Games Organising Committee members should inspect all the housing sites before the final decision is taken.

Housing offered for events should include:

- Rooms with no more than 6 beds
- One bed per person
- No more than 10-12 persons per one toilet and one shower
- Breakfast facilities on site or nearby
- Rooms and toilets should be clean
- Rooms should be locked during competition
- Security should be provided to ensure controlled access to housing
- Medical services should be available after competition including all night. This may be providing details of the closest Medical Centre or Hospital
- A Games volunteer responsible for all issues in the housing area

10. Step 10

10.1. **COMPETITION MANAGEMENT ELEMENTS** of a Quality Special Olympics Competition.

Quality assurance provides the Event Management Team with a base for ensuring the competition is a well managed event in line with Special Olympics philosophy.

The **primary duties** of the Competition Manager/Competition Management personnel are:

- Preparing, circulation of Registration Packages and collation of entries

- Insuring fair divisioning, in accordance with Special Olympics rules
- Calculate number of awards required and order (allow 4 weeks if not in stock)
- Prepare Achievement and Participation Certificates for the event (*Toolkit 8*)
- Preparation and circulating of the program pre-event
- Circulate protest procedures and forms to all Team Managers (*Toolkit 9*)
- Uphold Competition Responsibilities & Codes of Conduct
- Ensuring the competition is conducted in accordance with Special Olympics Rules
- Competition Manager to coordinate and manage coach and officials briefings
- Inclement weather plan (if outdoor event)
- Sports-specific equipment requirements
- For Tier 3 events, appoint a Jury of Appeal/Games Rules Committee to manage and technical matters results in protests.
- The Sports Rules govern all Special Olympics competition and the Games Organising Committee must ensure that it complies fully with the Sports Rules.
- Compiling and circulating Results (post-event)

11. Step 11

11. **CEREMONIES, Ceremonies and awards are the parts of the sports competition where a touch of pomp and ceremony is added (*Toolkit 10*).** The ceremony needs to be well planned and involve the athletes as much as possible

Ceremony & Award components and requirements for each tier-level event

REQUIREMENT	TIER 1	TIER 2	TIER 3
Opening Ceremony			
Welcome	✓	✓	✓
Present groups/March pass	✓	✓	✓
Oaths	✓	✓	✓
Flags			✓ ⁺⁺
National Anthem	✓ ^{**}	✓ ^{**}	✓
Torch			✓ ⁺⁺
Declare Games open	✓	✓	✓

⁺⁺Tier 3 events should accommodate as much of the ceremony components as possible, with consideration on participation numbers and facilities for a torch run and lighting, and raising of flags.

^{**} National Anthem where possible

The Event Organising Committee must comply with all aspects of the Special Olympics General Rules concerning the sponsorship and commercial messages.

11.1. OPENING CEREMONY, should include:

- Welcome to athletes, coaches, guests (keep speeches short)
- March past of athletes (Parade of participants highlighting all programs equally, with the home/host program march last)
- Raising of Special Olympics flag, and any other appropriate flags
- National Anthem
- Torch Entry
- Lighting the Special Olympics flame
- Special Olympics Oaths’*
- Declaring the event open
- Entertainment

*The oaths are compulsory for all events

- **Athletes Oath:** “Let me win. But if I cannot win, let me be brave in the attempt.”
- **Coaches Oath:** “In the name of all coaches and in the spirit of sportsmanship, I promise that we will act professionally, respect others, and ensure a positive experience for all. I promise to provide quality sports and training opportunities in a safe environment for all athletes.”
- **Officials Oath:** “In the name of all judges and officials, I promise that we shall officiate in these Special Olympics Games with complete impartiality, respecting and abiding by the rules which govern them, in the spirit of sportsmanship.”

11.2. CLOSING CEREMONY, This is a time to:

- celebrate the success of the event
- congratulate athletes
- acknowledge officials, volunteers, and sponsors (include venue hosts)
- wish everyone a safe journey home
- The ceremony needs to be brief for teams that have a long journey home.

REQUIREMENT	TIER 1	TIER 2	TIER 3
Closing Ceremony			
Congratulate participants	✓	✓	✓
Thank officials, volunteers & sponsors	✓	✓	✓
Present groups/s March past	✓	✓	✓
Lowering of flags			✓++
Hand flag onto next host			✓++

Extinguishing flame			✓++
Event declared closed	✓	✓	✓
Circle of friends			✓

++Where applicable have flags & torch

11.3. **AWARDS CEREMONY**, These highlight the achievements of Special Olympics athletes and inform the families, supporters and public of their efforts.

Running high quality Awards Ceremonies is an essential part of any event.

- They take time, and a plan is needed for how the presentations will take place
- They have to be “ceremonial”

11.4. **Key requirements to Awards presentations:**

- Awards should have no more than 8 places
- Awards area should be located in view of the spectator seating and allow for easy flow of athletes
- Awards area should be appropriately decorated
- Enough sets of ribbons/medal/certificates for all participants
- Awards are presented from last to first place
- All athletes must be highlighted by the announcer
- Seating must be provided for athletes waiting to receive their awards
- Communication between the P.A. announcer, results table and the person in charge of awards must be perfect.
- The announcer should highlight 3 things:
 - The event being presented e.g. Bocce Section 2 Doubles
 - Their placing e.g. Eighth place winner ----- first place winner
 - The full name of the competitor/team & their Region/State e.g. 5th place winner Joyce Smith of Special Olympics “Region / State”

11.5. **Awards Ceremonies:** A volunteer brings the athletes to the awards area as soon after competition as possible, in correct order of placement: to correspond with awards stands.

Participant (if any):	8 th	or	8 th
	6 th		7 th
	4 th		6 th
	2 nd		5 th
	1 st		4 th
	3 rd		3 rd
	5 th		2 nd
	7 th		1 st

- ❑ MC: “Ladies and gentlemen, it is my pleasure to announce the results in the *(division)* of the *(age and gender group)* *(event)*. In eighth place, with a time/score of *(time/score)*, *(name)*..*(pause for award presentation)*.” “In seventh place, with a time/score of *(time/score)*, *(name)*..*(pause for award presentation)*.”
- ❑ Participation and Personal Best certificates are presented at the conclusion of official placing awards.
- ❑ For a competition, the Awards area should be large enough to hold the largest division or heat. If a Special Olympics banner is available, it is an appropriate back drop. An awards stand with enough placement boxes for an entire division is also an option, but not required for a small contest.

REQUIREMENT	TIER 1	TIER 2	TIER 3
Awards			
Ribbons awards for 1 st - 8 th placings	✓	✓	
Certificates (Personal Best/Participation)		✓	✓
Medals [^] awards for 1 st - 3 rd placings (Gold, Silver, Bronze)			✓
Ribbon awards for 4 th - 8 th placings			✓
Announcer briefed (need to highlight event, placing & athlete/team/region)	✓	✓	✓
Athletes marshaled in order (8 th to 1 st)	✓	✓	✓
Easy flow of athletes to awards presentation area	✓	✓	✓

[^] Gold, Silver and Bronze Medals are issued at Tier 3 and 4 level events. Minimum Medal diameter size for Tier 3 medals is 50mm.



Step 12

12.1. SPECIAL EVENTS

Depending on the length of the event, games that run more than two days should include a Special Event (attraction) apart from the Opening and Closing Ceremonies should be provided for all participants (city sightseeing, group dinner, dancing evening, etc). Healthy Athlete Program also needs to be considered for State level events.

12.1.1. ATHLETE LEADERSHIP PROGRAM

Event Organiser should incorporate the Athlete Leadership Programs in their event:

- Athletes as Ambassadors
- Athletes as speakers
- Athletes as officials
- Athletes as volunteers
- Athletes as coaches, sports assistants

12.1.2. FAMILY PROGRAM

Where possible, Events should provide some type of Family program, i.e. a buddy system for first time families attending a Special Olympics event (Tier 1 & 2).

- Tier 3: Inviting Family members from other states/regions and providing basic assistance such as accommodation options, public transportation timetable, local attractions, maps of town, and venue locations, and access to Opening Ceremonies etc.
- Tier 3: Involving local Family members (Family Committee) in the Event Management

Step 13

13.1. EVALUATING YOUR EVENT, given the amount of work an event team puts into organising and running an event, it is important that there is some effort to evaluate how it went and identify how it can be improved in the future.

- The aim of carrying out evaluation should not be to criticise but to capture key lessons from the planning and running of the event.
- Setting objectives effectively acts as the first step in the evaluation process, because it sets some criteria against which event 'success' can be measured. Outside of objectives, all key aspects of the event operation should be evaluated where possible.

- ❑ For all of the evaluation options, the most effective approach is to use the event management team functions to structure questions and feedback.
- ❑ Tier 3 Events Organisers may look to appoint an independent Evaluation Team to fully observe the event and complete a report.

13.2. Evaluation Options - At the event

- ❑ Monitor and record key event activities (i.e. whether they went according to plan or not). Assign this task to a member of the event team before the event begins to ensure that it happens.
- ❑ Hold short debriefing meetings at the end of the event. This will most likely be with volunteers, as part of the debrief process outlined earlier. However, if possible, even for 10 minutes, it would be very valuable to sit with a group of athletes, coaches and/or family members to find out how they felt the event was run.

13.3. Evaluation Options - After the event

- ❑ Distribute short feedback forms on key aspects of event organisation to athletes, coaches, volunteers and/or family members.
 - The forms could be included in Registration Packs, distributed to regions/groups as they leave the event, or could be sent by post/email to attendees
 - The feedback could then be reviewed and key points incorporated in the evaluation report by the EMT.
- ❑ Prepare an evaluation report, which should include contributions from all key members of the EMT. The advantage of documenting the report is that it is there for reference when the event is being planned again. It would also be useful if it was submitted to the State Manager, so that Special Olympics as an organisation can continue to learn from the events that are happening around the state / country and can improve support for event teams. Any report being compiled after an event should not contain personalised criticisms of individuals or groups, but should objectively focus on areas that went well and areas that can be improved next time around.
- ❑ Recommendations from Evaluations for future events should be submitted to accredited host region, and state as appropriate.

13.4. RESULTS & REPORTS

- ❑ Final and official Results to be forwarded to each participating affiliated group, accredited regions, accredited states and invitational participants, within a fortnight of the event.
- ❑ A copy of official results should also be submitted to the State Sports Manager.

- ❑ Results sent to the local newspaper/radio/media outlet. (These groups can advise on how they want the results formatted)

13.5. APPRECIATION CERTIFICATES

- ❑ Make a list of everyone who did even the smallest job (volunteer registration form may be useful for this)
- ❑ Thank every volunteer by sending him or her a letter and appreciation certificate **within a week** of the event.
- ❑ If you get praise and thanks from the public, officials, parents, athletes or teams - remember to pass it on to the members of the committee or person in charge
- ❑ Recognise event volunteers, post-event, with National Volunteer Week (annually in May), International Day of People with a Disability (annually in December). This will assist in keeping the volunteers engaged with the organisation.

SPECIAL OLYMPICS EXPECTATIONS

Special Olympics has an expectation that competitions conducted within the program are conducted to a certain standard. This standard ensures that athletes, coaches, families, officials, sponsors and the community are able to be part of Special Olympics competitions and be confident that a high standard of competition will be provided.

For Tier 2, 3, & 4 levels of competition the areas that need to be considered are:

Well Trained Athletes

- All participating athletes need to meet the requirement of a minimum 8-10 regular sessions under a qualified coach, prior to the before competing
- Athletes need to adhere to Special Olympics rules in accordance with the national/international sport federation rules
- Athletes to uphold the Special Olympics Code of Conduct (Toolkit 4)
- Athletes should be prepared for competitive conditions

Well Trained Coaches

- Coaches should be registered Special Olympics coaches
- Level of accreditation of coaches should reflect the level of the competition. Coaches should follow the coach's pathway of local, regional, state and national representation. A coach who has not coached at a regional level may not have the skills for a national team
- Coaches' qualifications/accreditation needs to be current
- Coaches' philosophy should be in line with Special Olympics philosophy
- Coach/s to determine if the athlete has acquired the skills and level of physical conditioning necessary to compete meaningfully and safely
- Coaches to uphold to the Special Olympics Code of Conduct (Toolkit 4)

Quality Officials

- Officials at Special Olympics competitions should be accredited under the national governing body
- Volunteers can be used to assist accredited officials. e.g. National competitions require a higher level of officiating than a local competition
- Training in Special Olympics rules is essential for officials
- Understanding the Special Olympics philosophy ensures athletes are treated as competitors
- Enforcement of rules is essential in ensuring a fair and equitable competition for all participating athletes
- Officials sanctioned by the governing body (at least one per each sport/event)
- Officials must be briefed before the competition by the Sports Coordinator/Competition Manager. This must include working with Special Olympics athletes, differences between the governing body and Special Olympics rules and adhering to technical standards.

- ❑ Wherever possible the officially sanctioned Special Olympics competition management computer software (Games Management System) should be used.
- ❑ Athletes' participation in a Special Olympics competition event to be recorded on their SOMS file

SPECIAL OLYMPICS VISION

Special Olympics Australia is dedicated to enriching the lives of Australians with an intellectual disability by providing quality sporting opportunities that also engage the broader community.



Transforming lives of people with an intellectual disability