

**Special
Olympics**
Ontario



Basketball Host Package

APPENDICES



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Appendix K

Competition Committee

Running a competition can be a large undertaking and it helps to have a group of people helping to share the work. The following outlines the recommended division of labour.

Competition Host

Facility: You will need use of several basketball courts (the number depends on the size of your event), change rooms, and a place for athletes to eat. A place to do the data inputting (small room with two outlets) is required for Provincial Qualifiers and suggested for any event using divisioning.

Officials: If you have a generic club on board to help run the tournament chances are members of that team would be able to act as your competition officials. If you need to secure officials yourself, please connect with your conference convenor and they can help you with this.

Coaches Meeting: It is your responsibility to hold a coaches meeting prior to the start of the tournament. You will go over the rules of the competition and the schedule of events and answer any questions the coaches may have. For Provincial Qualifier tournaments, another coaches meeting to announce the divisions and hand out tournament schedules should take place following the divisioning rounds.

Competition Budget: Work with the Fundraising and Meal committee members to determine the competition budget. As per SOO Guidelines the athlete registration fee is not to exceed \$25 per player. Communities can apply for an SOO competition grant to offset a projected deficit. Budgets should be submitted to SOO staff 4 weeks prior to a competition.

The day of the meet it is up to the Competition Host to ensure that everything is running smoothly.

Note: often the competition host takes on one or more of the roles outlined below

Volunteer Coordinator

Scorekeepers: You will need 2 general volunteers per court. A score keeper and a time keeper. If possible a 3rd volunteer to act as a runner and to provide breaks to other volunteers is recommended.

Results Volunteers: These volunteers will be responsible for collecting score sheets and inputting the scores into the results documents, and posting the scores in the results area. (1-2)



Meal Volunteers: Check with the committee member in charge of the meal to find out how many helpers they would like to work with them to sort the meals into team boxes or have a lunch section set up (normally 2-3 helpers would be good).

Team Ambassadors: If you have additional volunteers, they can be assigned to individual teams, to act as runners, cheerleaders and support.

The day of the meet it is your responsibility to sign in all of your volunteers and provide orientation to what is expected of them for the day. You should provide your volunteers with t-shirts and have certificates or letters of thanks for all of your volunteers, but especially the ones that are helping for their volunteer hours.

Fundraiser

Court sponsorships: you can try to get court sponsors and you can use whatever you would like as your benchmark (\$100 for bronze, \$150 for silver and \$200 for gold as an example). Make sure that they send you a logo or sign that you can put up at their designated fields.

Program Sales: The program is another tool marketed towards the spectators. They can include schedules, participating team rosters, sponsor information, rules etc. Cost will vary depending on cost to produce.

Inform visiting teams ahead of time that programs are only provided free of charge to the teams.

Food Donations: It is always a good idea to try to get as much of the food donated as possible. So work with the meal coordinator to determine what food they are looking for and help that committee member draft and distribute a donation letter to local grocery stores (you can normally get your fruit and drinks for free).

Bake Sale: Many competitions run successful bake sales to help raise funds. Advertise the bake sell ahead of time to incoming teams to maximize the fundraiser. You can ask volunteers or parents to help bake.

The day of the meet you need to make sure that your court sponsor's signs are displayed appropriately. After the event, send out a thank you card to all of your sponsors with a picture of athletes from the meet.

Registration Coordinator

Registration Package: It is your responsibility to work with the Competition Host to create the competition invitation/package and send out the competition information to the invited clubs. The competition information should be submitted to the SOO Events Calendar as well.



Numbers: Provides final numbers of athletes and teams to all other committee members when the registration packages have been returned.

Event Registration: you will manage the registration table the day of the event, collecting any outstanding entrance fees and giving teams their registration packages, which should consist of, a schedule, SOC rules, list of key event volunteers, spectator code of conduct.

Meals Coordinator

Meals: Decide what you would like to provide the athletes for their meal and work with the Fundraiser to get as much of the meal donated as possible. Ensure accurate numbers are given to the supplier of the food and either pick up the food or confirm delivery. Work with the registration coordinator to determine and provide for any food allergies. Please be mindful on choosing healthy meal options for our athletes, especially on competition days.

Snacks: Volunteers and Athletes should be encouraged to bring their own reusable water bottle, ensure that there is a refill station that can be used by all participants. Some hosts also provide cut up fruit to the athletes halfway through the competition. Work with the Volunteer Coordinator to ensure there are volunteers available to run the snacks to the officials and participants throughout the meet.

The day of the event it is your job to make sure all of the food has been delivered and to sort the food into team boxes (let the Volunteer Coordinator know how many helpers you would like for this task).

Awards and Ceremonies

Opening Ceremonies: Pick an athlete to recite the Athletes Oath, some events play the national anthem too, it's up to you. (You don't need a closing ceremonies).

Awards: work with the results volunteers to ensure that all of the ribbons* are placed in the teams' envelopes to be distributed at the end of the tournament

*To order ribbons please send an email to supplies@specialolympicsontario.com outlining how many 1st, 2nd, 3rd and participation ribbons you require, which sport it is for and the address the ribbons should be delivered to. Please ensure you email your ribbon order a month prior to your competition to ensure there is time to mail your request to you.

Public Relations

It is your job to alert the local media that the meet is occurring and then be present the day of the meet to answer any questions for any media that do attend.



Appendix L

Competition Invitation



Basketball "B, C & D" Invitational

- Date:** (Competition Date)
- Where:** (Location- with street address)
- Time:** Registration 8:15 a.m.
Games begin at 9:00 a.m. (continuing through until approximately 5:00 p.m.)
- Cost:** \$25 per athlete
- Rosters:** Rosters may include a minimum of 8 players and a maximum of 10 players. All athletes whose names appear on the roster, must participate in each game. Only athletes and coaches registered with SOO are permitted to participate.
- Lunch:** (Provide details- if being lunch is being provided)
- Rules:** FIBA and SOC Rules will apply.

Registration Deadline: (DATE)

The following must be received on or before (deadline date).

1. Entry fee cheque (made payable to SOO **Community Name**)
2. Team contact information (i.e. names, phone numbers (home & cell), e-mail addresses of coaches).




Please forward registrations to: SOO – **Community Name**
Address
Address
Postal Code

Inquiries Organizers Name- phone number- e-mail

Space is limited so register early to ensure acceptance!



Appendix M Registration Form

Basketball Registration Form											
Club Name:		SOO Club ID #:		Contact Person:		Contact Number:					
Mailing Address (For Results):		Postal Code:		Contact Email:							
Special Olympics Athlete Registration					Coach Self-Assessment						
	First Name	Surname	Sex (Circle)	DOB (MM/DD/YYYY)	SOO ID #	Levels					
1			M / F			The level that I believe my team performs at is... (Circle One)	1	2	3	4	Rec
2			M / F								
3			M / F								
4			M / F								
5			M / F								
6			M / F								
7			M / F								
8			M / F								
9			M / F								
10			M / F								
PQ = Minimum of 8 athletes, Maximum of 10 Invitationals = Host May Choose to Allow Teams More Players											
Special Olympics Coaches Registration											
	First Name	Surname	Sex (Circle)	DOB (MM/DD/YYYY)	SOO ID #						
Head Coach			M / F								
Coach/Manager			M / F								
Coach/Manager			M / F								
Coach/Manager			M / F								
Coach/Manager			M / F								



SPECIAL OLYMPICS ONTARIO

Basketball Pre-Divisioning Questionnaire

TEAM NAME: _____

HEAD COACH: _____

1. What is your teams self-assessed division of play? (please circle one)

A B High C Low C High D Low D

2. How many players are on your team? _____

3. Based on the rating scale above, please indicate ***the number of players that would rank in each ability level.*** (total number must add up to the number of players on your roster). Please list their jersey numbers in the lower boxes.

A	B	High C	Low C	High D	Low D
Jersey Numbers					

4. How many years has this team played together? _____

5. Please list any PROVINCIAL or NATIONAL games the team has attended:

Provincials or Nationals	Date & Location

6. How many tournaments have you played in this current season? _____

7. Please list the teams you played against at those tournaments and the results of each game:

Tournament & Date	Opponent Team	Result



Individual Skills Assessment

Basketball

Dribbling

Purpose: To measure the athlete's ability in dribbling.

Equipment: An area of the basketball court (preferably along a sideline or down the centre line), six cones, floor tape and four basketballs one that the athlete is provided with initially, two others that are for back-up in case the basketball bounces away, and one more to continue the test.

Staging:

Volunteers administer the test and are not to interfere with any player who is performing the test. Volunteer A will instruct the group doing this particular test while Volunteer B demonstrates the actual test. Volunteer A will give the basketball to the player who will take the test, ask him/her if ready, will then say, "Ready", "Go" and will count how many cones the player passes in 60 seconds. Volunteer B and C, who are standing behind the extra balls, will retrieve and replace the basketball whenever it goes out of play. Volunteer D will time and record the athlete's score. Each volunteer is to administer the test and manage the area only.

Description: The player being tested stands behind the restraining line, back far enough to take one or more steps in preparation for throwing. The player has 2 trails to throw the softball as far and as straight as possible down the throwing line, without stepping over the restraining line. Coaches, assistants or other waiting players should be positioned in the field to indicate, using a cone or marketing stake, the spot where each ball first touches the ground. The better of the two throws is measured and recorded as the player's score. If a player steps on or over the line before releasing the ball, the trial must be repeated. There will be maximum of 2 repeats.

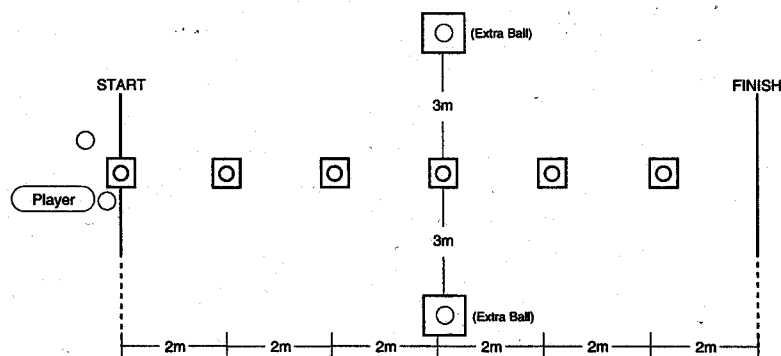
Test:

Time: 60 seconds for one trail.

A player is instructed to dribble the ball while passing alternately to the right and to the left of six obstacles placed in a line, 2 metre (6 feet 6 ¾ inches) apart, on a 12 metre course. The player may start to the right or to the left of the first obstacle but must pass each obstacle alternately thereafter. When the last obstacle is passed and the finish line reached, the player puts the ball down, sprints back to the start for the next ball, and repeats the slalom. The player continues until 60 seconds have elapsed. If a player loses control of the ball, the clock continues to run. The player recovers the ball or picks up the nearest back-up ball and may re-enter at any point along the course.



Scoring: One point is awarded each time the midpoint between two obstacles is crossed. (For example, if the player successfully dribbles the ball from the starting line, weaves in and out through the entire course one time, and places the ball down at the finish line, a score of five has been achieved. The player must use legal dribbles and must have control of the ball during a midpoint-to-next-midpoint space in order to get credit for that cone successfully passed). The player's score is how many cones (midpoints) he/she successfully passes in 60 seconds.



Individual Skills Assessment

Basketball

Perimeter Shooting

Purpose: To measure the athlete's ability in shooting.

Equipment: A goal, the official NGB free throw lane, floor tape and two basketballs, one that the athlete is provided initially, another that is for back-up in case the basketball bounces away.

Test:

Time: one trial of two minutes

A player stands at the juncture of the free-throw line and lane, either to the left or right.

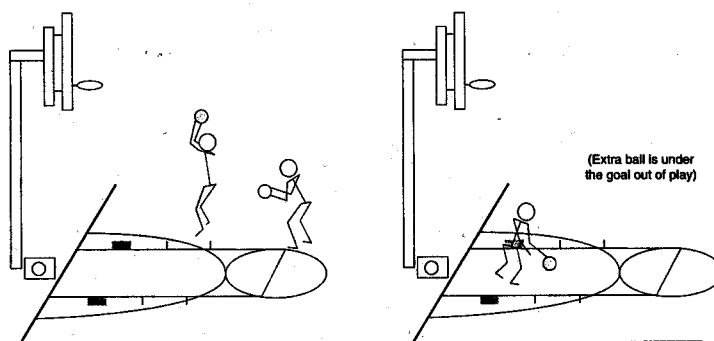
The player dribbles towards the goal and attempts a field goal of his/her choice outside the 2.75 metre (9feet) arc. This attempt must be taken anywhere outside the 2.75 metre arc marked off by a dotted line. (This arc intersects with the free-throw restraining circle).



The player then rebounds the basketball (made or missed shot) and dribbles anywhere outside the arc before attempting another field goal. The player shall make as many field goals as described above in one two-minute trail.

Scoring:

Volunteers administer the test and are not to interfere with any player who is performing the test. Volunteer A will instruct the group doing this particular test while Volunteer B demonstrates the actual test. Volunteer A will give a basketball to the player who will take the test, ask him/her if ready, will then say, "Ready. Go", and will count how many field goals the player makes in two minutes. Volunteer B, who is standing beside the extra ball, will retrieve and replace the basketball whenever it goes out of play. Volunteer C will time and record the athlete's score. Each volunteer is to administer the test and manage the area only.



Appendix N

Booking Officials

It is recommended that there is always at least one certified basketball official per court at every SOO basketball competition (mandatory for Provincial Qualifiers). A number of our SOO clubs have established working relationships with local officials. If you do not know officials in your area connect with your local generic club to try to recruit any official(s) for your meet or your Conference Convenor can help you with this process.

At Provincial Qualifiers and Provincial Games, a full complement of officials will be present.

Referee in Chief (1)

The referee has final authority over all matters pertaining to the competition. Approves and assigns duties to various officials, ensures the rules are enforced, helps with decisions on divisioning, protests, etc, ensures that the competition remains on schedule. They will offer a written report on the tournament after the event, including any disciplinary actions or concerns about the event.

Score Keeper (1 per court)

The scorekeeper will track all the points, fouls, timeouts etc for both teams during the games. They will ensure that all players enter each game during the Divisioning rounds.

Time Keeper (1 per court)

Keeps track of the game clock as per SOC and FIBA rules. In charge of the possession arrow.

Referees (2 per court)

Ensure that the SOC and FIBA rules are being enforced on the court.



Appendix O

Competition Schedules

(Bracketing excel file can be found in the sport specific section of the Resource Library)

Two Team Division Schedule

*For PQ's all teams must play 3 games

Team 1: One

Team 2: Two

Location	Start Time	Home	Away
Game 1	12:00:00 AM	One	Two
Game 2	12:00:00 AM	Two	One
Game 3	12:00:00 AM	One	Two

For two team divisions the teams will play head to head 3 times. For PQ's all three games must be played even if one team has won the first two games.

Three Team Division Schedule

*For PQ's: winners of each division must play 3 games

Team 1: One

Team 2: Two

Team 3: Three

Location	Start Time	Home	Away
Game 1	12:00:00 AM	One	Two
Game 2	12:00:00 AM	Three	One
Game 3	12:00:00 AM	Two	Three
Game 4	12:00:00 AM	1st	2nd

Three team divisions will play a round robin, at the end of the round robin the first and second place teams will play in the final game.

Four Team Division Schedule



*For PQ's: winners of each division must play 3 games

Team 1: One
Team 3: Three

Team 2: Two
Team 4: Four

Location	Start Time	Home	Away
Game 1	12:00:00 AM	One	Two
Game 2	12:00:00 AM	Three	Four
Game 3	12:00:00 AM	Two	Three
Game 4	12:00:00 AM	Four	One
Game 5	12:00:00 AM	One	Three
Game 6	12:00:00 AM	Four	Two

Four team divisions will play a round robin. Two games can be held at the same time (white and grey) as long as sufficient rest is given between the games.

Five Team Division Schedule

*For PQ's: winners of each division must play 3 games

Team 1: One
Team 3: Three
Team 5: Five

Team 2: Two
Team 4: Four

Location	Start Time	Home	Away
Game 1	12:00:00 AM	One	Four
Game 2	12:00:00 AM	Two	Three
Game 3	12:00:00 AM	Three	One
Game 4	12:00:00 AM	Four	Five
Game 5	12:00:00 AM	Five	Three
Game 6	12:00:00 AM	One	Two
Game 7	12:00:00 AM	Two	Five
Game 8	12:00:00 AM	Three	Four
Game 9	12:00:00 AM	Four	Two
Game 10	12:00:00 AM	Five	One

Five team divisions will play a round robin (four games each). Two games can be held at the same time (white and grey) as long as sufficient rest is given between the games.

Six Team Division Schedule



*For PQ's: winners of each division must play 3 games

Team 1: One
Team 3: Three
Team 5: Five

Team 2: Two
Team 4: Four
Team 6: Six

Location	Start Time	Home	Away
Game 1	12:00:00 AM	One	Four
Game 2	12:00:00 AM	Two	Five
Game 3	12:00:00 AM	Three	Six
Game 4	12:00:00 AM	Five	One
Game 5	12:00:00 AM	Six	Two
Game 6	12:00:00 AM	Four	Three
Game 7	12:00:00 AM	One	Six
Game 8	12:00:00 AM	Two	Four
Game 9	12:00:00 AM	Three	Five

Six team divisions are split into two groups of 3, the teams will then play all 3 teams in the opposite group. Three games can be held at the same time (white, grey and light grey) as long as sufficient rest is given between the games.

Seven Team Division Schedule

*For PQ's: winners of each division must play 3 games

Team 1: One
Team 3: Three
Team 5: Five
Team 7: Seven

Team 2: Two
Team 4: Four
Team 6: Six

Location	Start Time	Home	Away
Game 1	12:00:00 AM	One	Two
Game 2	12:00:00 AM	Three	Four
Game 3	12:00:00 AM	Five	Six
Game 4	12:00:00 AM	Seven	One
Game 5	12:00:00 AM	Two	Six
Game 6	12:00:00 AM	Three	Five
Game 7	12:00:00 AM	Four	Seven
Game 8	12:00:00 AM	1st	2nd
Game 9	12:00:00 AM	3rd	4th
Game 10	12:00:00 AM	5th	6th



When there are 7 teams in the division each team plays 2 games, then for the 3rd game teams play based on their standings. Three games can be held at the same time (white, grey and light grey), game 7 is held by itself, as long as sufficient rest is given between the games.



Appendix P

Sample Day of Agenda

- 1. Pre Competition Preparation**
 - a. final draft of tournament (or divisioning) schedule created

- 2. Committee arrival for Set Up** **7:30 a.m.**
 - a. 3 to set up volunteer room/statistics room
 - b. 3 to set up volunteer check in/registration: t-shirts, volunteer forms and name tags
 - c. 3 to set up gym area: arrange benches for each team, scoring table and spectator seating for each court.

- 3. Competition Volunteers Arrival** **8:00 a.m.**
 - a. Directed to volunteer room to drop of stuff, pick up t-shirts, name tags and fill out volunteer forms
 - b. Volunteer Orientation to be held immediately following arrival

- 4. Team Arrival & Registration** **8:15 a.m.**
 - a. Teams are directed to the change rooms, coaches to sign in at the reg table and pick up packages
 - b. As spectators arrive they are to be informed about the spectator seating

- 5. Team Warm Ups Begin** **8:30 a.m.**
 - a. teams can utilize their assigned courts to stretch and warm-up.

- 6. Registration Table Closes** **8:45 a.m.**
 - a. Volunteer to bring signed rosters and money box to statistics room

- 7. Coaches Meeting & Officials/Scorekeepers Meeting** **8:45 a.m.**

- 8. Warm Up Complete** **9:00 a.m.**

- 9. Opening Ceremonies** **9:02 a.m.**
 - a. Athletes to parade in by teams and lead onto court by volunteer
 - b. Choose a athletes to perform Athletes Oath

- 10. First Competition to Begin** **9:15 a.m.**

- 11. Pick up Lunch (If applicable)** **11:00 a.m.**
 - a. Lunch picked up and organized into team boxes

- 12. Serve Lunch** **11:30 a.m.**

- 13. End of Competition** **3:00 p.m.**
 - a. Ribbons handed out

- 14. TEAR DOWN** **3:05 p.m.**
 - a. All Volunteers



Appendix R

Supplies Check List

Things you will need:

- Computer and printer (For PQ's to print post-divisioning schedules)
- Ribbons
- Printer paper
- Markers, pens, pencils, clipboards for the scorekeepers
- Stop watches, or timer clocks for the timekeepers
- Batteries
- Chairs/Benches for teams and officials (if not provided by facility)
- Tables for scorekeepers, registration desk etc. (if not provided by facility)
- Team signs to be posted to designate their spot in the gym
- Boxes to put the team meals into (if applicable)
- Posters to let People know what is going on (Marking entrances, change rooms etc.)
- Money Boxes
- Basketballs (if not provided by facility)
- Scoreboards (if not provided by the facility)
- Bristol board or other material to post results and divisions
- Copies of rules for scorekeepers and referees
- Arrange for first aiders to be in attendance
- First aid supplies (if applicable)
- Walkie Talkies to communicate between first aid station and courts, courts and tournament organizers etc.

