



Swimming 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 the pool, change rooms, and a place to do the data inputting (small room with two outlets), officials room and a place for the athletes to eat their meals.

Officials: Arrange for certified officials to officiate at your meet

Coaches Meeting: it is your responsibility to hold a coaches meeting prior to the start of the meet. You will go over the rules of the competition and the starter or referee & chief will be there to demonstrate the start. It's always good to have your Strokes & Turns judges present as coaches need to pre-identify any athletes with physical limitations that affect their starts or turns.

PA System: What are you going to use to communicate with the teams? Is there a PA system in the pool that you would have access to or can you get a blow horn? If there is no PA system, perhaps use a white board or an easel to let the teams know which event is being marshalled.

Competition Budget: Work with the Fundraising and Meal committee members to determine the competition budget. As per Special Olympics Ontario guidelines the athlete registration fee is not to exceed \$25 per athlete. 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

Timers: You need 2-3 timers/ lane and at least 4 spares to rotate through for breaks.

Runners: you will 2 runners, one to collect the time cards after each race, the other one to take the cards to the inputting team.

Inputters: normally you will need 2 of these during the meet and a third person to help label the ribbons.



Marshalling volunteers: you will need between 5-16 volunteers to help with the marshalling of the athletes

Results Volunteers: They 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 (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

Lane sponsorships: you can try to get lane 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 sale ahead of time to participating teams to maximize the fundraiser.

The day of the meet you need to make sure that your 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 Packages: 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.

GMS: It is your responsibility to input all of the data from the registration forms and to create heat sheets. (It is recommended that you use the “Condensed Heat Sheets (current year)” found under SO Reports in GMS)

Timer Sheets: Create the timer sheets for each lane/event. (It is recommended that you use “Lane Recorder Sheets (current year)” found under SO Reports in GMS)

***Note:** *GMS support and current report sets can be found on the [GMS Support Site](#)*

Numbers: Provide final numbers to all other committee members when the registration packages have been returned.

Event Registration: you will man the registration table the day of the meet, collecting any outstanding entrance fees and giving teams their registration packages, which should consist of 2-4 heat sheets and a scratch sheet (created in GMS).

The day of the meet you will be responsible for registering all of the teams and putting the scratches into GMS. You may be asked to help with the inputting of the swimmers times.

Meals Coordinator

Meals (If being provided): 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.

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 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



Swimming Invitational

Date: (Competition Date)

Where: (Location- with street address)

Time: Registration 8:15 a.m.
Meet begins at 9:00 a.m. (continuing through until approximately 5:00 p.m.)

Cost: \$25 per athlete

Events: (List which Events will be held)

Only athletes and coaches registered with SOO are permitted to participate.

Lunch: (Provide details- if being lunch is being provided)

Rules: SNC and SOC Rules will apply.
Swimmers shall enter a minimum of two events and a maximum of (input your competition maximum) events per competition.

Each swimmer will be allowed one false start. Upon committing a second false start, that swimmer will be disqualified from the event.

Registration Deadline: (DATE)

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

1. Entry fee cheque (made payable to **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: **Organizer Name** – **Phone Number** - **e-mail**

Space is limited so register early to ensure acceptance!



Appendix M

Registration Package

It is preferred that each delegation (club) fills out their event registration information in GMS in a copy of the competition file prepared by the Registration Coordinator. Each Delegations registration can then be imported into the main copy of the competition in GMS.

If clubs are unable to do this the following is a copy of a paper based registration that can be used for manual registration. The information filled out on the paper based registration form will need to be manually imputed into GMS by the Registration Coordinator.

Clubs should edit the following registration form to reflect the events which are being held at their competition.

Swimming Registration Form										 								
Club Name:				SOO Club ID #:				Contact Person:				Contact Number:						
Mailing Address (For Results):				Postal Code:				Email:										
Swimmer Profile				25m				50m				100m			200m	400m	800m	1500m
Swimmer's Name	Sex (Circle)	DOB (MM/DD/YYYY)	SOO ID #	Front	Back	Breast	Fly	Front	Back	Breast	Fly	Front	Back	Breast	Free	Free	Free	Free
	M / F																	
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Appendix N

Results

Special Olympics' Games Management System (GMS) should be used as at all swim meets. For information on GMS, or to download a copy of the software please visit the [GMS Support Site](#), or contact your District Developer.

The follow procedure outlines how hosts should handle posting results at Provincial Qualifiers or Major Games:

1. As event results are finalized change the status to "Finished-Non Official) for each heat in GMS.
2. Results are to be posted in two locations:
 - a. Near the Spectators
 - b. Near the Coaches/Teams (Coaches need to be informed of this location during the coaches meeting)
3. On the Coaches copy of the results record the time the results were posted. This time represents the start of the 30 minute protest window.
4. Once the 30 minutes have elapsed change the status of the results to "Finished- Official" in GMS.



Appendix O

Booking Officials

It is recommended that there is always at least one certified swim official at every SOO swim competition. 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 an 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, makes decisions on placing, times, etc. which are referred from the office, maintains the meet tempo, oversees the start and finish of each race. It is becoming more common for there to be 2 referees, a Session Ref. who blows the whistle, and a Backup Ref. who handles the problems. This is done to ensure there are fewer delays in the meet's progress.

Starter (1)

The starter has full control of the competitors from the time the Referee turns the race over. Starts the race, may recall or disqualify swimmers.

Clerk of the Course (1)

Organizes and hands cards to swimmers. Calls swimmers for their events. Has full authority over swimmers in the marshaling area, may disqualify swimmers, may re-seed or reorganize heats.

Stroke and Turn Judges (2-4)

Observes and judges the swimmers' legality during the full race. Is familiar with the rules of swimming. Will disqualify swimmers for infractions and notify the swimmer and/or coach of same.

Chief Timer (1)

Is responsible for the availability, accuracy and signing in and out of the stopwatches. Takes the time of the 1st place finisher during each heat. Observes all timers and recorders and signals the referee should problems occur.



Appendix P

Competition Schedules, Event Flow and Venue Map

Setting up Heats

You need to determine if you are going to run males and females in the same heats or if you are going to run the genders in separate heats. It is normally recommended that you try to keep the genders separate as much as possible, but, especially in the longer distances, it may be necessary to combine them so the athletes have someone to compete against.

However you decide to run your events and set your heats up, the most important thing to remember is to communicate this in your invitation so coaches know what to expect at your competition. Review this information during your Coaches meeting as well.

Option 1- Running Events Slowest to Fastest

You can choose to run each event by gender from slowest to fastest, this would mean that athletes may not be swimming against all (or any) of the athletes from their division (based on the gender/age/ability criteria).

In the GMS divisioning Wizard the only 2 criteria that should be used is: Gender and number of lanes.

Set the percentage difference to 2000%.

Review the created divisions to ensure all lanes have been filled.

Assign the lanes in the pyramid formation.

Note: you will need to complete the divisioning wizard using the appropriate parameters (gender/age/ability) before you can enter the times and determine the athletes' results.

Option 2- Combining Divisions to Fill Your Pool

****This process should be used for any final races where preliminary races were held***

Your second option is to run the divisioning wizard to determine the appropriate division for each athlete and then work to combine divisions (either with both genders or by keeping the genders separate) of similar abilities into heats. *This can include combining events (ie: if the M2 division in 200m free have similar times to the M3 division in the 200m breast you could combine these two events).



This option will often leave you with empty lanes; however, athletes will always be competing against all of the athletes in their division.

If you use this option to set up your heats you can assign heat and lanes prior to the competition. If you receive any scratches on the day of the competition adjust the lane assignments so the empty lanes are on the outside.

Assigning Lanes

Special Olympics Ontario recommends that a pyramid is used when assigning lanes. Your fastest athlete in the heat will be put in the fastest lane and the times will decrease to the left.

For a 6 lane pool you would assign lanes in the following order: 3, 4, 2, 5, 1, 6.

GMS is set up to do lane assignments for you, however, if you are combining divisions in heats, you should manually assign the lanes to ensure athletes are swimming beside other athletes in their division.

Depending on the size of your meet and the number of volunteers you are able to secure for the day you may have anywhere from 5-16 marshals, the following provides a breakdown of how to effectively use different numbers of volunteers in the role of marshal.

Clerk of Course

You will always need to have one volunteer designated as the Clerk of Course. This should be a volunteer that is familiar with the marshaling process and fairly knowledgeable regarding swim meets.

Swim Ontario outlines the duties of a Clerk of Course on their website:
http://swimontario.com/index_o.php?id=1663

Working with 5 Marshals

If you only have 5 volunteers to act as Marshals during your swim meet you can assign them the following tasks:

- 1 volunteer is named as the Clerk of Course

- 1 volunteer is responsible for finding athletes that are not in the marshaling pit when their name is called (it is recommended that this volunteer waits until all names are called and then takes the time cards of any missing athlete and visits the team locations around the deck-once an athlete is found they should stay with the runner until all athletes are found. Then the runner will escort all athletes to the appropriate chairs in the marshaling pit).



-2 volunteers help the athletes move from row to row as the heats are swam

-1 volunteer helps to get athletes ready to swim when their heat is up (the time cards of the athletes will need to be checked at this point to ensure they haven't jumped a heat or switched lanes while transitioning through the chairs)

For larger meets it is recommended that you have more volunteers to help marshal and depending on the length of your meet you will also need to have spares on hand to rotate through so volunteers can have breaks.

Working with 10+ Marshals

If you have 10+ volunteers to act as Marshals during your swim meet you can assign them the following tasks:

-1 volunteer is named as the Clerk of Course

-2-3 volunteers are assigned to each heat of swimmers

-1-2 of the volunteers move with the athletes from row to row (1 in the front and 1 in the back), it is their job to ensure all of the athletes from their heat are moving with the group and that no one changes their order (the lane number on the athletes time card should match the number displayed on the chair); these marshals take the athletes all the way to the starting blocks and then return to the marshaling table to get their next heat of athletes.

-1 volunteer is assigned to find any missing athlete(s) from the heat; sometimes athletes are still at their team bench or they could be currently swimming in another race.

-Remaining volunteers are used as spares to rotate through and provide breaks to the Marshals



EVENT FLOW

Staging

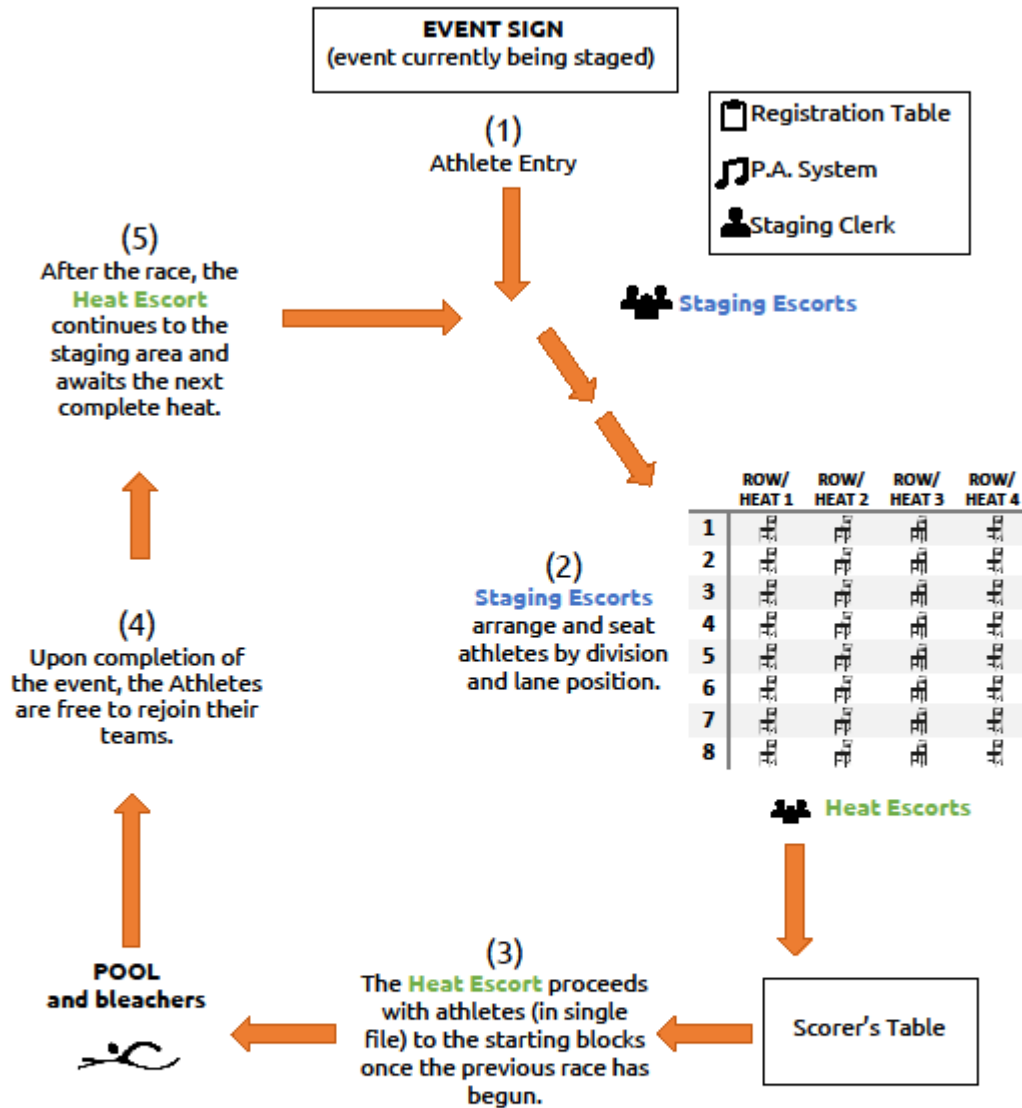
1. Check-in: The first staging call for an event should be approximately 30 minutes prior to the start of the competition. As each coach brings his or her athlete(s) to the staging area, the athlete should be checked in and seated. The Marshal should verify with the coach that the athlete is scheduled to swim.
2. Staging Area: Once the athlete is checked in, he/she should be escorted to a seating area made up of four (4) heats with eight (8) chairs per heat. It is helpful if the seating is arranged with the chairs numbered and placed in a row, corresponding to the number of lanes in the pool. When the athletes are called to be staged, they should be placed in the appropriate seat and monitored by a marshalling assistant.
3. Athlete Escorts: Each event heat should be assigned one (1) or more escorts that will:
 - a. Accompany the athletes through the seating area,
 - b. Lead the athletes to the starting blocks and ensure they are ready to race in their assigned lane

Competition Protocol

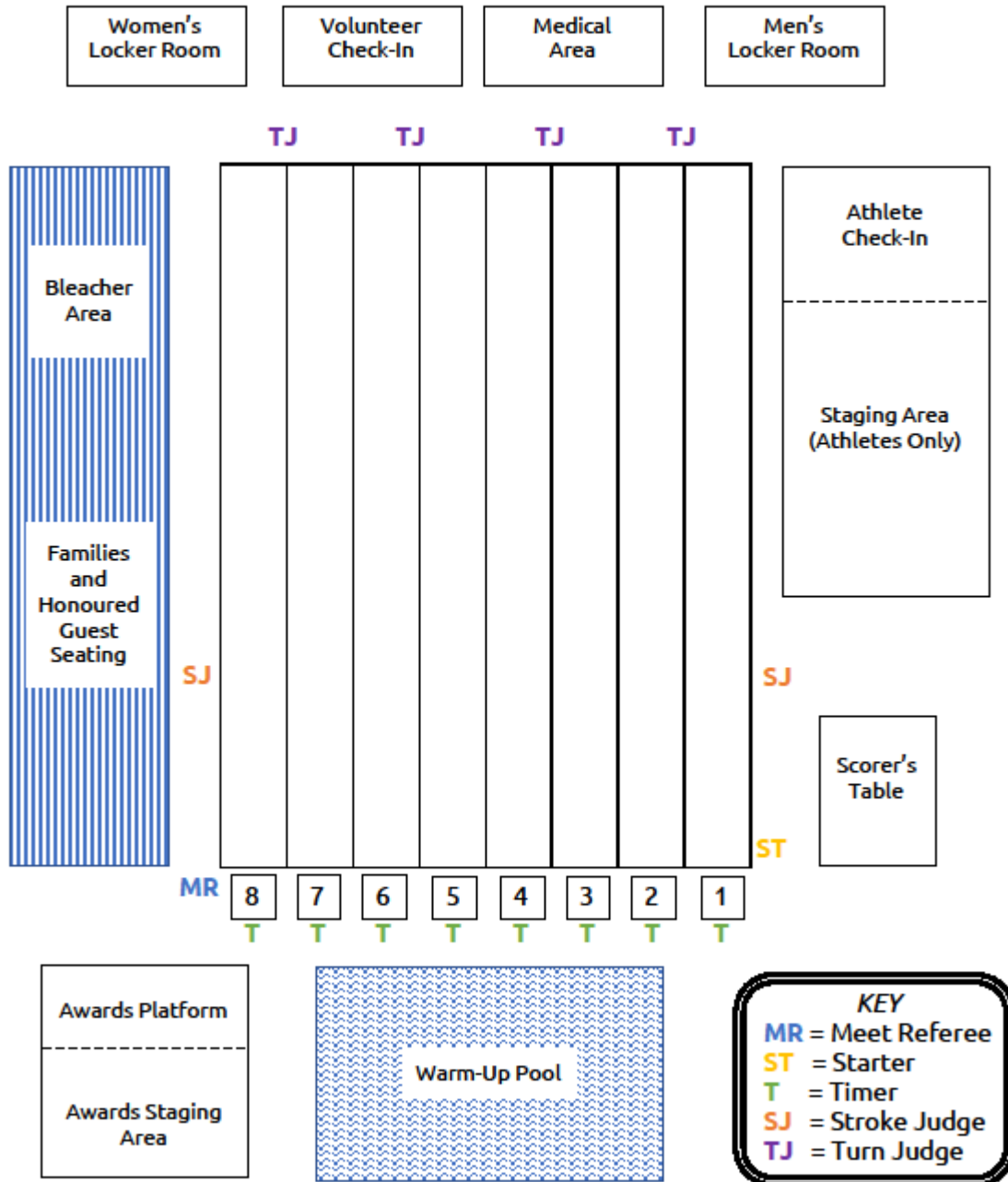
1. Once the previous race has been completed, escorts are responsible for leading swimmers to their assigned starting blocks.
2. When all competitors have arrived at the starting blocks, the Starter assumes control of the race and may give a brief explanation of the event to the swimmers, for example, "This is the 100m freestyle, four lengths of the pool."
3. The Starter may then instruct athletes who have not yet mounted their starting blocks to do so.
4. Once the athlete(s) are ready on the blocks, the Starter commands, "Take your marks".
5. When athletes have all taken their marks, the Starter shall sound the horn or gun to commence the race.



Staging and Event Flow



Venue Map



Appendix Q

Sample Day of Agenda

1. Pre Competition Preparation

- a. 1-2 volunteer(s) enter all info into GMS 1-2 weeks prior to meet volunteer creates finale draft of heat sheet 1 week prior to meet.

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 pool area: arrange chairs 3 rows behind marshalling table, 2 rows behind starting blocks; number chairs; post team signs; cordon off marshalling area and parent area (tape or rope); put lane rope dispensers in south west corner
- d.

3. Competition Volunteers Arrival

8:15 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 (Rick W)

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. coordinate warm ups: each team to be given 10 minutes in a large lane (larger teams will need two lanes)

6. Registration Table Closes

8:45 a.m.

- a. Volunteer to bring scratches and money box to statistics room

7. Coaches Meeting & Officials/Timers Meeting

8:45 a.m

8. Warm Up Complete

9:00 a.m.

9. Opening Ceremonies

9:02 a.m.

- a. Choose a athletes to perform Athletes Oath

10. First Competition to Begin

9:15 a.m.

- a. (Clerk of Course) to call first 5 heats, hand out race cards to each swimmer
- b. (Marshalls) to arrange athletes in their appropriate seats (heats 1 & 2 in chairs behind starting blocks in line with their lane, heats 3-5 in chairs in marshalling pit)
- c. 12 volunteer timers at starting block (six spare to rotate through at half hour intervals)
- d. (Clerk of course) to call next heats and hand out cards as appropriate
- e. (Marshalls) to continue to move swimmers through the seating system (if swimmers are missing from the heat, go to team area to find them)
- f. (GMS volunteers) in Statistic room ready to receive first race info



- g. (competition host) available as floater
- h. (runners) to collect race cards from timers and take them to statistic room for input
- i. REPEAT UNTIL END OF RACE

11. Pick up Lunch **11:00 a.m.**

- a. Lunch to be picked up or delivered (if being provided) and sorted into team boxes

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

13. End of Competition **3:00 p.m.**

14. TEAR DOWN **3:05 p.m.**

- a. All Volunteers



Appendix R

Supplies Check List

Things you will need:

- ☐ Computer and printer (it would be preferable if the registration process could be done on a laptop and that laptop be brought to input the data on)
- ☐ Labels to label the ribbons with (size of label: 3 across 10 down)
- ☐ Ribbons
- ☐ Printer paper
- ☐ Markers, pens, pencils, clip boards for the timers
- ☐ Stop watches for the timers
- ☐ Batteries
- ☐ Starter's gun (unless you have an official bring this)
- ☐ Chairs on deck in the marshalling pit (5 rows of 8, if you have 8 lanes)
- ☐ Marshalling table with 3 chairs for volunteers
- ☐ Team signs to be posted to designate their spot on deck
- ☐ Boxes to put the team meals into
- ☐ A registration table for the beginning of the day and chairs for the volunteers- this table can be turned into the bake sale table
- ☐ 2 money boxes. One for registration and one for the bake sale. You will also need to stock the bake sales one with change.
- ☐ Posters to let People know what is going on

