

***Special
Olympics***
Ontario



Golf 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 a golf course, 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: Formal certification for golf officials exists but those officials are difficult to secure. For most events, the club pro or an assistant pro can be used to provide basic rulings on the course. In some instances, the club pro can provide useful information about local rules in order to speed up play i.e. lateral hazards for certain areas that have poison ivy, ground under repair, specific man-made obstructions, etc. Arrange for golf professionals or assistant professional to work as referees for the tournament. Knowledgeable volunteers can act as the Score Markers. Ensure they are all made aware of SOO Golf Rules.

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 seeding rounds.

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 \$40 per golfer. 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 tournament 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

Score Markers (dependent on number of participants): You will need at least one (ideally two) Score Marker(s) per foursome depending on your tournament set up (shotgun vs tee time). The Score Marker is in charge of the scoresheet, penalties, etc. They should have some knowledge of golf.



Forecaddies or Spotters (depending on course): These individuals should be placed in strategic spots on the golf course where bottlenecks may occur. They can help locate golf balls and make determinations if balls have gone out of bounds (this will reduce the number of provisional balls that athletes may have to hit) in order to insure a steady pace of play.

Results Volunteers (1-3): They will be responsible for collecting score sheets and inputting the scores into the results documents, and posting the scores in the results area.

Meal Volunteers (2-3): 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.

First Aid: All SOO competitions should have certified first aiders at the venue to deal with any possible injuries or incidents. St. John's Ambulance, paramedics or paramedic students are preferred, however certified volunteers can fill this role if needed.

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

Hole Sponsorships: you can try to get hole 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 hole.

Program Sales: The program is a fundraiser 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 the participating teams to maximize the fundraiser.



The day of the tournament you need to make sure that your hole 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: With the Competition host create and distribute the registration package. Ensure that your competition is included on the SOO Events Calendar as well.

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

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

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.

Snacks: All athletes and volunteers should be encouraged to bring refillable water bottles with them. Ensure there are refill stations available for everyone to use. 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 any 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



Golf 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:** \$40 per athlete
- Competition:** **Tournament will be a Level 4 individual Play**
If the competition is following any other format such as best ball, alternate shot, etc, it must be stated here.
Only athletes and coaches registered with SOO are permitted to participate.
- Lunch:** (Provide details- if lunch is being provided)
- Rules:** SOC Golf Rules will apply.
(List any approved rule variations here)

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

<h1 style="color: red; margin: 0;">Golf Registration Form</h1>									
Club Name:		SOO Club ID #:		Contact Person			Contact Number:		
Mailing Address (For Results):		Postal Code:		Email:					
Golfer Profile				Individual			Team (Unified Sports)		
Golfer's Name	Sex (Circle)	DOB (MM/DD/YYYY)	SOO ID #	Skills Comp (Level 1)	Stroke Play 9-Hole (Level 4)	Stroke Play 18-Hole (Level 5)	Alternate Shot 9-Hole (Level 2)	Alternate Shot 18-Hole (Level 3)	
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Appendix N

Booking Officials

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

Competition Committee

The competition committee has final say over all matters relating to the competition. They will handle appeals and the outcome of the competition. They will rely on rulings from the Rules Official for matters relating to penalties and ruling interpretations.

Rulings Officials/Referee

It is recommended that there is always at least one Rules Official/Referee per course. If you do not know of a knowledgeable volunteer to act as an official in your area, connect with your local Golf and Country club to try to recruit an official for your meet. Or your Conference Convenor can help you with this process. A Club professional or assistant club professional can usually be of help in providing you with a competent individual to officiate.

The Rulings official/referee will have final authority over all matters relating to the rules of golf for the competition. This includes matters relating to penalties up to and including disqualifications.

Score Markers (1 per hole or foursome)

It is recommended that there be at least 2 Score Markers per foursome in order that they can confirm the number of strokes and penalty applications as play goes on. Score Markers are required, at the end of each completed hole, to announce to their players what their strokes and penalties were for that hole. If there is any outstanding disagreement as to the assessment of strokes and penalties, then a Rulings Official or member of the Competition Committee should be summoned before play is continued. Alternatively, if the matter is relating to scoring and not ongoing ball placement, the matter can be brought to the attention of a Rulings Official as one becomes available.



Appendix O

Competition Structure

Golf is a unique sport, in that it offers a multitude of competition opportunities. In all Major Games stream competitions (Provincial Qualifiers, Provincials etc.) SOO will utilize individual stroke play. However, competition hosts can decide to use any of the formats below to provide competition opportunities depending on the skill level of the golfers or the intent of the competition (fun vs preparatory).

In all competitions within SOO, athletes are permitted to have use of a caddie. Athletes should provide their own caddies who will be tasked with keeping and verifying scores throughout the round as well as providing on course technical support to their golfer. Athletes are permitted to forgo the use of a caddy if they so choose.

For all SOO competitions, athletes are expected to walk the course. A case may be considered for use of a power cart if an application for exemption is provided to the tournament hosts based on medical need.

Individual Stroke Play

Stroke play is defined as a cumulative score competition. The golfer will play their own ball for the entirety of the round, and results are determined by the total number of shots taken by each player.

Level 4

Level 4 is the current standard for SOO Major Games competitions. It involves athletes playing 9 holes on a par 35-36 course (for Provincial Qualifiers par 35 is the minimum). Athletes playing at this level should have a 9-hole average of 70 or lower.

Level 4 competitions should have yardage maximums as follows:

Par 3 – 150 yards

Par 4 – 350 yards

Par 5 – 475 yards

This may mean using a combination of tee blocks, or even having to create new tee blocks. Hole par values can also be adjusted if needed for SOO competitions. I.e a 215 yard Par 3 could be reclassified as a Par 4.

Level 5

Level 5 is a format for more advanced golfers. It features an 18-hole round on a par 70-72 course. Athletes playing at this level should have an 18-hole average of 120 or lower.

Level 5 competitions should have yardage maximums as follows:

Par 3 – 175 yards

Par 4 – 400 yards

Par 5 – 525 yards



This may mean using a combination of tee blocks, or even having to create new tee blocks. Hole par values can also be adjusted if needed for SOO competitions. I.e a 215-yard Par 3 could be reclassified as a Par 4.

Skills Competition (Level 1)

The purpose of the Individual Skills Competition is to allow athletes to train and compete in basic golf skills. The development of these key skills is necessary prior to advancing to Level 4-5.

Full competition layout for Level 1 competitions can be found in the SOC Official Golf Rules.

Alternative Formats

While these formats will not be used in Major Games competitions, they could be viable formats, depending on athlete skill level, course set-up etc.

Alternate Shot

This is a pairs event. Teams of 2 golfers will alternate turns hitting the ball on each hole throughout the 18 holes. Teammates alternate who hits the tee shot on each hole.

Best Ball

This is a team play format. Teams of 2, 3 or 4 golfers will each play their own ball for the entirety of the round. Scores are calculated by selecting the lowest score among the team members for each hole played.

Scramble

This is another team play format. Teams of 2, 3 or 4 golfers. In a scramble tournament, each team member tees off on every hole. After the initial tee shots, the team selects the best shot of their teammates and then each team member plays their next shot from that spot. This continues throughout the rest of the shots on the hole including putting.

Tournament Starting Options

There are two main formats for how to handle athlete tee-offs at your tournament.

Tee-Times

Each group of athletes (flights of 3 or 4 athletes is recommended) are assigned a tee-time to start their round.

Groups are usually assigned tee-times in increments of 8-15 minutes depending on the skill level of the tournament and the layout of the initial hole. Par 3 starting holes require more time as athletes must complete the hole prior to the next group teeing off, whereas Par 4 and 5's can have athletes tee-off as soon as it is safe to do so.

Tee-offs should start with the lowest average golfers teeing off first, with higher handicaps teeing off last. This helps to alleviate pace of play issues on the course.



Shotgun Start

Each group of athletes (flights of 3 or 4 athletes is recommended) are assigned to a starting hole. All holes will begin play simultaneously at a set time. Longer holes (Par 5's) can also accommodate 2 different flights of golfers on the same hole if extra capacity is needed.

In shotgun formats, athletes may need to be driven to their initial starting point to ensure competition starts on time, and all athletes are at the correct starting hole.

Average vs Handicap

All Special Olympics Ontario Major Games stream competitions will require proof of average. This is determined by averaging the golfers scores across their 6 most recent rounds of 9 holes. These averages will be used to determine divisioning and tee-off schedules. Invitationals can adjust this to 3 scorecards, or self declaration by golfers.

At Invitational events, some golfers may present with a Golf Canada Handicap. This is an evaluation of a player's skill adjusting for the difficulty of each course they have played on, using Golf Canada's course ratings and slopes. While this is a truer method of determining ability level, SOO does not use this method as not all courses have been evaluated by Golf Canada to determine their ratings, or do not have the capacity to assist golfers in determining their Handicap.



Appendix P

Sample Day of Agenda

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

2. **Committee arrival for Set Up** **7:30 a.m.**
 - a. 2 to set up volunteer room/statistics room
 - b. 1 to set up volunteer check in/registration: t-shirts, volunteer forms and name tags
 - c. 2 to set up course as needed

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

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 areas

5. **Team Warm Ups Begin** **8:30 a.m.**
 - a. Inform teams about where/when they can warm up

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

7. **Coaches 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 by volunteer
 - b. Choose a athletes to perform Athletes Oath

10. **Competition Begins** **9:15 a.m.**

11. **Pick up Lunch** **11:00 a.m.**
 - a. Lunch to be picked up. Organize lunches in team boxes



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

13. **End of Competition** **5:00 p.m.**

14. **TEAR DOWN** **3:05 p.m.**
 - a. All Volunteers
 - b. Volunteers to pick up personal items from stats room and are free to leave THANK YOU!



Appendix Q
Scoresheet

Golf Score Sheet																							
HOLE	1	2	3	4	5	6	7	8	9	Out	INITIAL	10	11	12	13	14	15	16	17	18	IN	TOTAL	
HANDICAP																							
PAR																							
HANDICAP																							
PAR																							
Date:										Scorer:							Attest:						



Appendix R

Supplies Check List

Things you will need:

- Computer and printer (For PQ's to print post-divisioning schedules)
- Printer paper
- Ribbons
- Markers, pens, pencils, clipboards for the Score Markers
- Chairs/Benches for teams and officials (if not provided by facility)
- Tables for registration desk (if not provided by facility)
- Scoresheets (from facility)
- 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
- Bristol board or other material to post results and divisions
- Copies of rules for Score Markers and referees
- Arrange for first aiders to be in attendance
- First aid supplies (if applicable)
- Walkie Talkies to communicate between first aid station, holes and tournament organizers etc.

