



Floor Hockey Host Package

APPENDICES



Table of Contents

Appendix K Competition Committee.....	3
Competition Host.....	3
Volunteer Coordinator.....	3
Fundraiser	4
Registration Coordinator	4
Meals Coordinator	5
Awards and Ceremonies	5
Public Relations.....	5
Appendix L Competition Invitation.....	6
Appendix M Registration Package.....	7
Appendix N Booking Officials	14
Appendix O Competition Schedules.....	16
Appendix P Score Sheet.....	20
Appendix Q Sample Day of Agenda.....	21
Appendix R Supplies Check List	22



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 gym or an arena, 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. It is also helpful to have a room set aside for officials.

Officials: Arrange for certified officials to referee at your competition. Please connect with SOO's Referee in Chief, the Floor Hockey Provincial Convenor or the Sport & Competition Developer for help with securing officials.

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 games.

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 competition deficit. Budgets should be submitted to SOO staff 4 weeks prior to a competition.

The day of the competition 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 & Score Keepers: Each pad will require 2-3 volunteers to act as Timers and Score Keepers. It is important to have a couple of floaters as well so volunteers can be subbed out if needed.

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.

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 handle any meals or snacks that are being provided (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 competition 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

Gym or Pad Sponsorships: Try to get sponsors for your event, 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 during the event.

Program Sales: The program is a 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 competition you need to make sure that your sponsors 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: Provide final numbers of athletes and teams to all other committee members when the registration packages have been returned.

Registration Packages: you will man 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, 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: 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 water (and snacks) to the officials and participants throughout the meet.

The day of the competition 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



Floor Hockey "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 up to 16 athletes. 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 lunch is being provided)
- Rules:** SOC Hockey Rules will apply.

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!



Registration Package

Floor Hockey Registration Form

**Special
Olympics**
Ontario



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) Other teams with comparable skill that my team has played this year include...	A	B	C	D	Adapted Physical Education	
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									
11			M / F									
12			M / F									
13			M / F									
14			M / F									
15			M / F									
16			M / F									
Minimum of 11 Athletes; Maximum of 16												
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									





**SPECIAL OLYMPICS ONTARIO
FLOOR HOCKEY 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 Floor Hockey

Around the Horn Shooting

Purpose: To evaluate the athlete's shooting accuracy and power as well as the athlete's ability to score goals from any angle, given a time constraint.

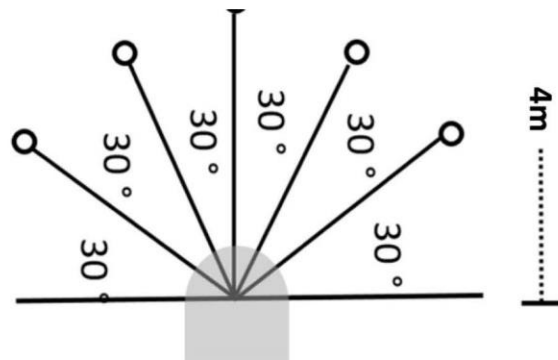
Equipment: floor hockey sticks, five pucks, tape, stopwatch, goal.

Description: Athlete takes one shot on goal from five different spots around the goal. These spots are located at the end points of five 6-meter long rays which start from a common point at the center of the goal line. Each ray is drawn such that it creates a 30-degree angle with the goal line extended or with a previously drawn ray. The athlete has a 10-second time limit to shoot all the pucks. One puck shall be at each spot before the athlete starts shooting. Athletes begin on the coach's mark. Athletes should begin on their dominant side, with their stick facing the middle of the floor, at the puck closest to the post.

Scoring: Each puck which completely crosses the goal line into the goal is worth five points. If an athlete hits a post, which prevents the puck from completely crossing the goal line, they are awarded 3 points. The score is the total of the five shots; 25 points maximum. If a puck is deflected from entering the goal by a previously shot puck and the official believes it would have been a goal, then the full 5 points are awarded. No goalie is to be in net.

NOTES;

1. 10-Second time limit
 - i. 5 total shots
 - ii. 5 Points per goal
 - iii. 3 Points per hit post





Individual Skills Assessment Floor Hockey

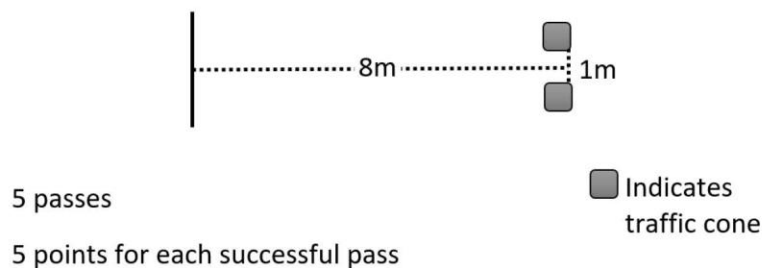
Thread the Needle

Purpose: To evaluate the athlete's control and accuracy when passing the puck.

Equipment: floor hockey sticks, puck, tape, marker cones.

Description: Athlete makes 10 passes from behind a line. Athlete tries to pass the puck between two cones (1 meter apart) which are placed 8 meter from the passing line. The first 5 passes shall be taken from a stationary position at the passing line. For the second set of 5 passes, the athlete shall begin 6 meters behind the passing, and approach the passing line at full speed. The athlete shall not cross the passing line, prior to making a pass on the move towards the target.

Scoring: Each time the puck completely crosses the line between the two cones, the athlete shall be awarded five points. If the puck hits the cone and completely crosses the line, the athlete shall be awarded three points. The athlete's total score is the sum of the scores from the ten passes; 50 points maximum.





Individual Skills Assessment Floor Hockey

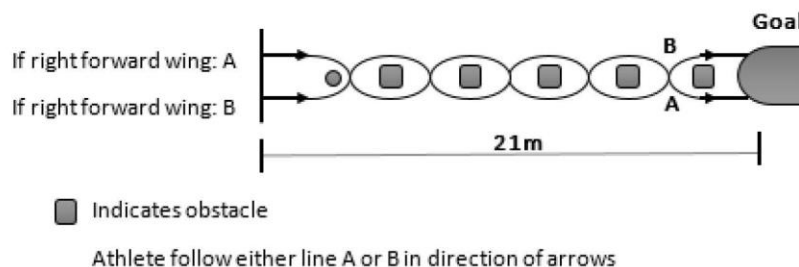
Weave and Shoot

Purpose: To evaluate the athlete's speed and ability to handle the puck.

Equipment: floor hockey sticks, puck, six marker cones, tape, stopwatch, goal.

Description: An Athlete stickhandles the puck from a starting line through a course defined by cones, and shoots the puck at the goal. The distance from start line shall be 21 meter. The cones shall be placed in a straight line at intervals of 3 meter. The clock stops when the puck passes the goal line.

Scoring: The time consumed stickhandling (in seconds, to the hundredth of a second) is subtracted from 25. For any cones missed, subtract one point each. Five bonus points are given if the athlete scores a goal. No goalie is to be in net.



SCORING CHART	
25	
-	__ (time elapsed)
-	__ (1 pt for each cone missed)
+	5 (bonus if goal is scored)
_____	TOTAL





Individual Skills Assessment Floor Hockey

Around the Horn Shooting – (for Goaltenders)

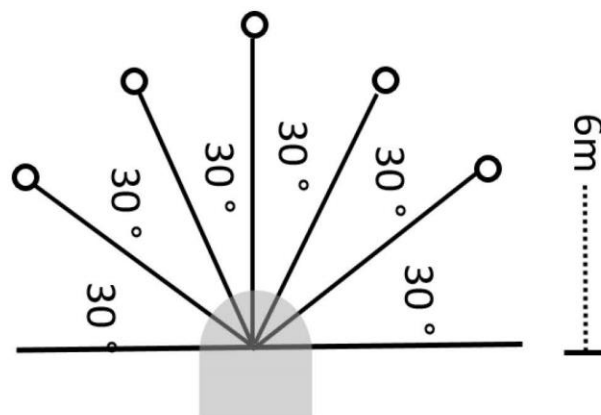
Purpose: To evaluate the athlete's ability to stop pucks from different locations on the floor. Only athletes with the possibility of tending net at the Provincial Qualifiers or Provincial Games should complete this drill.

Equipment: floor hockey sticks, five pucks (25 pucks if possible), tape, goal.

Description: Shooting should be performed by a skilled coach. Coach takes five shots on goal from five different spots around the goal. These spots are located at the end points of five 4-meter long rays which start from a common point at the center of the goal line. Each ray is drawn such that it creates a 30-degree angle with the goal line extended or with a previously drawn ray. Coaches should be shooting to a variety of target locations during the drill. If possible coaches should move to each spot in succession, without having to gather pucks.

**Please note the change in distance between the two Around the Horn Shooting drills.*

Scoring: Each shot is worth up to 4 points, for a maximum of 100 points. 4 points should be awarded in the goaltender makes the save and there is no rebound, the rebound remains in the confines of the goal crease, or the puck is directed behind the net. 2 points should be awarded if the goaltender makes the save, but a rebound is allowed outside of the goal crease and in front of the goal line extended. 0 points are awarded if a goal is scored.



Evaluation Page

Team Name: _____ Head Coach: _____

**Total Without Goaltending*

Name	Jersey #	Around the Horn	Thread the Needle	Weave and Shoot	Total*	Goaltending
Team Totals						

Appendix N

Booking Officials

As Floor Hockey is a unique sport to Special Olympics, SOO has their own database of referees certified to officiate Floor Hockey competitions. The use of SOO certified Floor Hockey officials is strongly recommended for invitationals and friendly, and mandatory for Provincial Qualifiers.

Certified SOO referees are compensated with a \$20 honorarium per game officiated. Officials may also receive travel expenses from hosts without local representatives. Travel expenses will be covered as necessary for Provincial Qualifiers.

For information on officials, or how to book them, please contact Jarrod Copland, Sport and Competition Developer at jarrodc@specialolympicsontario.com

Officials:

Head Referee: Head Referee will be responsible for referee game assignments. This official will also be responsible for sitting on the protest committee if required.

Referees (2 per floor): These officials are responsible for the application of the SOC Floor Hockey rules during the course of play. 2 officials per pad is recommended.

Scorekeeper (1 per floor): This volunteer will be responsible for the game sheet. This includes recording goals, assists and penalties, as well as doing line monitoring.

Timekeeper (1 or 2 per floor): This volunteer is responsible for the score clock. They will time each 3 minute shift, monitor penalty clocks, time-outs and notify each bench of key time information.

Special Olympics Ontario mandates that Floor Hockey trained officials will be paid \$20 per game. Trained officials are those that have attended the Special Olympics Floor Hockey officials training session.

Provincial Qualifiers:

Upon completion of the games, the official must submit an invoice to the PQ host to receive their compensation. The PQ host may provide the paid official with meals or accommodations if they reside a minimum of 100km outside of the host community.

Travel / Mileage:

- Mileage will be paid at a rate of 37 cents per km to officials travelling a minimum of 100km outside the host community (under SOO guidance)



- Officials may be asked to travel to and from the games with the teams.
- Where available, Via Rail may be used to for official's travel requirements to games.
- Car pooling will be required if deemed necessary by SOO or the PQ host.

Provincial Games:

Upon completion of the games, the official must submit an invoice to julip@specialolympicsontario.com to receive their compensation. SOO may provide the paid official with meals or accommodations if they reside a minimum of 100km outside of the host community.

Travel / Mileage:

- Mileage will be paid at a rate of 37 cents per km to officials travelling a minimum of 100km outside the host community (under SOO guidance)
- Officials may be asked to travel to and from the games with the district teams.
- Where available, Via Rail may be used to for official's travel requirements to games.
- Car pooling will be required if deemed necessary by SOO.

Invitational Competitions:

It is at the discretion of the Competition host to offer compensation for expenses to the officials.



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 2: Two

Team 3: Three

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 2: Two

Team 3: Three

Team 4: Four

Team 5: Five

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 2: Two

Team 3: Three

Team 4: Four

Team 5: Five

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

Score Sheet

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="font-size: 2em; font-weight: bold;">Floor Hockey Score Sheet</div> <div style="text-align: center;"> </div> <div style="text-align: center;"> </div> </div>																									
Date:		Court Number:		Competition:				Start Time:				<div style="border: 1px solid black; padding: 2px;"> Final Score Confirmation Box <div style="display: flex; justify-content: space-between;"> <div>Team Names</div> <div>FINAL</div> </div> </div>													
Home Team		Location:		End Time:				Home:																	
Home Team:		Division:						Away:				Home Coach Signature													
Home Team Colour:		<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"></div> <div style="width: 40%; text-align: center;"> Lines Played in Game </div> <div style="width: 30%;"></div> </div>																							
SOO Club ID #																									
Position	Jrsey #	First Name	Surname	Period 1				Period 2				Period 3				Total	Goals Scored				Penalties				
Starting Goalie				1	2	3	4	1	2	3	4	1	2	3	4		Period 1	Period 2	Period 3	Indiv. Total	Jrsey #	Infraction	Period	Time	
1																									
2																									
3																									
4																									
5																									
6																									
7																									
8																									
9																									
10																									
11																									
12																									
13																									
14																									
15																									
16																									
Alt. Goalie																									
Away Team																									
Away Team:																									
Away Team Colour:																									
SOO Club ID #																									
Position	Jrsey #	First Name	Surname	Period 1				Period 2				Period 3				Total	Goals Scored				Penalties				
Starting Goalie				1	2	3	4	1	2	3	4	1	2	3	4		Period 1	Period 2	Period 3	Indiv. Total	Jrsey #	Infraction	Period	Time	
1																									
2																									
3																									
4																									
5																									
6																									
7																									
8																									
9																									
10																									
11																									
12																									
13																									
14																									
15																									
16																									
Alt. Goalie																									
Home Final Score																									
Away Final Score																									
Home Coach's Name (Print)				Away Coach's Name (Print)				Referee's Name (Print)				Assistant Referee Name (Print)													
Home Coach's Signature				Away Coach's Signature				Referee's Signature				Assistant Referee Signature													



Appendix Q

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 competition area: arrange benches for each team, scoring table and spectator seating.

- 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 areas 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 pad 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.**



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 Score Markers, registration desk etc. (if not provided by facility)
- ☐ Scoresheets
- ☐ 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
- ☐ Scoreboards (if not provided by the facility)
- ☐ 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 and pads, pads and tournament organizers etc.

