

***Special
Olympics***
Ontario



Nordic Ski 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 trail system and stadium area (depending on the size of event), warming area, 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: You will be responsible for securing officials for the competition. Please see Appendix O for more information.

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 SOO policy 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 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

Results Volunteers: They will be responsible for collecting score sheets and inputting the scores into GMS, 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 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 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, especially the ones that are helping for their volunteer hours.

Fundraiser

Lane/Distance Marker sponsorships: you can try to get lane/distance marker 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 the competition.

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.

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 competition.

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: If applicable, 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 of athletes and teams 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 copies of the race heat sheets, bibs with bib number list, a delegation report 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 athletes' results.

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



Nordic Skiing Invitational

- Date:** (Competition Date)
- Where:** (Location- with street address)
- Time:** Registration 8:15 a.m.
Warm up to begin 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 lunch is being provided)
- Rules:** 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: 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 Delegation’s 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. This can be organized in an excel spreadsheet for sending via email attachment or for sharing on a cloud platform. The information filled out on the 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, and ask for indication of classic or skate technique.

Nordic Skiing Registration Form

**Special
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Ontario**





Club Name:				SOO Club ID #:				Contact Person:				Contact Number:			
Mailing Address (For Results):				Postal Code:				Email:							
Skiier's Profile				Classical Technique		Cross Country- Classical Technique		Cross Country						Relay	
Skiier's Name	Sex (Circle)	DOB (MM/DD/YYYY)	SOO ID #	10m	25m	50m	100m	500m	1km	2.5km	5km	7.5km	10km	4x1km CC	4x1km Unified
	M / F														
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Appendix N

Results

Special Olympics' Games Management System (GMS) should be used as at all athletics competitions. 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

JOB DESCRIPTIONS – OFFICIALS

The following officials are required to host a quality cross-country event. All officials should be aware well in advance of the event, what their job involves, the time commitment, (specific times the volunteer is required to be available) who they will be working with, and any supplies they may require.

Primary Officials

Chief of Competition

- Ultimately responsible for all aspects of the event
- Ensure that the competition is run in accordance with Cross Country Canada and Special Olympics Canada Rules and Regulations
- Assist in the selection of the Race Organizing Committee
- Meet with Race Organizing Committee on a needs basis
- Chairs the Jury, (Sport Rules Committee)

Chief of Course

- Arrange for proper setting of the racecourse: Ensure that all trails are properly prepared and tracked
- Provide proper signage, marking each junction closely.
- Responsible for training Controllers
- Responsible for selecting Forerunners
- Course controllers report directly and only to the Chief of Course.

Chief of Timing

- Responsible for appointing necessary race day timing volunteers, (it is recommended that the Chief of Timing have approximately 15 volunteers to assist on race day)
- Directs and coordinates all timing officials and runners on race day
- Responsible for securing all necessary race day equipment:
 - Watches
 - Batteries
 - display clock if available
 - computers for the timing hut
 - All necessary forms from the Race Secretary
 - The timing crew may require pencils, clipboards, felt pens for scoresheet, and any other supplies that.
- Responsible for organizing the official start of all watches at the designated time.



Announcer (1)

- Will announce the progress of the race. May also provide music before and after race. Equipment: P.A. system, start list, and relevant information about skiers and event, music system (optional)

Gate Marshall (1)

- Control the entry into the staging area.
- Call groups of skiers to the area.
- Equipment: Loudspeaker, start list, pencils

Line Marshall (1)

- Line up skiers in proper order. Coaches are not permitted beyond the Line Marshall.
- Equipment: start list.

Controllers (5)

- Controllers will be positioned throughout the course to record the passing of each skier. This information is used to ensure each skier follows the correct course. Controllers can also record violations of technique or coach interaction.

Forerunners (2)

- Responsible for skiing the track and having it in the best condition possible for the early skiers
- The course may need to be pre-skied twice at a consistent pace with times taken, to determine if changing weather conditions have affected the course such that it may impact the Maximum Performance Rule

Starter (1)

- Focus is only on the skier that is starting. Give 10 second warning, then countdown 5, 4, 3, 2, 1 Go.
- When using manual timing skier is not permitted to start prior to the "go" signal. Starter places arm in front of skier or hand on shoulder.
- Equipment needed: running stopwatch

Finish Timers (8)

- Positioned at the finish line, finish timers must work amongst themselves so as to ensure that a finish time is obtained for each skier as the toe crosses the finish line.
- Equipment: stop watch

Finish time recorders (1)

- Records finish times for each athlete to the tenth of a second.
- Equipment: Clipboard, recording forms, pencils



Order of Finish (1)

- Stands at finish line, records the bib number of skiers in the order in which they cross the finish line.
- In the case of a close finish the finish time recorder will make the call as to placing.
- Equipment: clipboard, recording sheets, pencils

Runner (2)

- The runner will collect recording sheets from finish time recorder, order of finish, and start time recorder as needed. These sheets are brought to the timing hut and given to the Assistant Chief of Timing.
- A runner will take time sheets from the timing hut to The Results Poster

Computer Operators (2)

- Working as a pair, computer operators will input finish times into the start list program. One operator will read numbers while the other inputs.
- Elapsed times should be periodically printed for the result poster. (Recommendation Every 10 minutes)

Results Poster (1)

- When times become available from the timing hut, The Results Poster will post results on the displayed scoresheet for viewing of coaches, skiers and public. These results will not be ranked.
- This is an opportunity for clerical errors to be detected. Any such errors may be reported to the Chief of Timing.



Appendix P

Competition Flow & Set Up

COMPETITION FLOW

Arrival and Pre-Staging

Upon arrival and registration at the competition venue, athletes should proceed to a pre-staging area. This should be used for ski waxing and pre-race briefing by coaches. Athletes may then proceed to the warm-up tracks.

Staging Process

- Approximately 20 minutes prior to the start of his/her race, the athlete should be taken to the staging tent by his/her coach. The coach should remain with the athlete until the athlete has started his/her race.
- In the staging area, staging personnel shall confirm entries and conduct an equipment check. After assisting athletes with warm-up clothing removal, coaches should bag or hand-carry warm-up clothing for pick-up at the finish area.
- Athletes are then lined up in sequence by start (bib) number. 10 minutes prior to the start, the announcer should announce "10 minutes to start". At this point, Line Marshalls shall guide athletes toward the start line.

Staging Guidelines

- The staging area should be designed so athletes can keep warm by moving about and stretching. It is essential to avoid having the athletes standing around for any lengthy period of time where they could possibly become chilled before the start of the race.
- Skiers may have a warm-up jacket draped over their shoulders while in line.
- For individual start races, athletes should be called by a pre-caller to line up no more than five minutes before their start.

Event Flow at Start

Interval Start Events

- After the announcer has announced "10 minutes to start," Line Marshalls walk with athletes toward the start line for 30 second interval starts.
- The "on-deck" skier must be ready just behind the start line.
- Once a skier steps forward to the start line, the Line Marshalls should step back behind the starting personnel.
- After the start, coaches should proceed to the finish line.

Mass Start Events

- Athletes and Line Marshalls begin the flow toward the start line after the "10 minutes to start" announcement is made.
- Skiers gather at the start line.
- After the start, coaches should proceed to the finish line.

Guidelines for Starts

- Events ranging from the 500-meter race through the 10-kilometer race should be conducted using the interval start format. In interval start races, each athlete starts in 30 second intervals unless otherwise designated by the Chief of Competition.
- The Athletes should be lined up by the Line Marshall according to the start sheets. These sheets are printed before the event and must be distributed to all coaches, officials, and spectators.
- Mass starts will be used in the 50-meter and 100-meter races. In addition, mass starts may be used for the longer distance races in adverse conditions only. Athletes should be lined up in rows using the tracks set for the relay events. The position of athletes in rows will depend upon their advanced entry times or their preliminary heat times. Faster skiers will be in the front with slower skiers following.

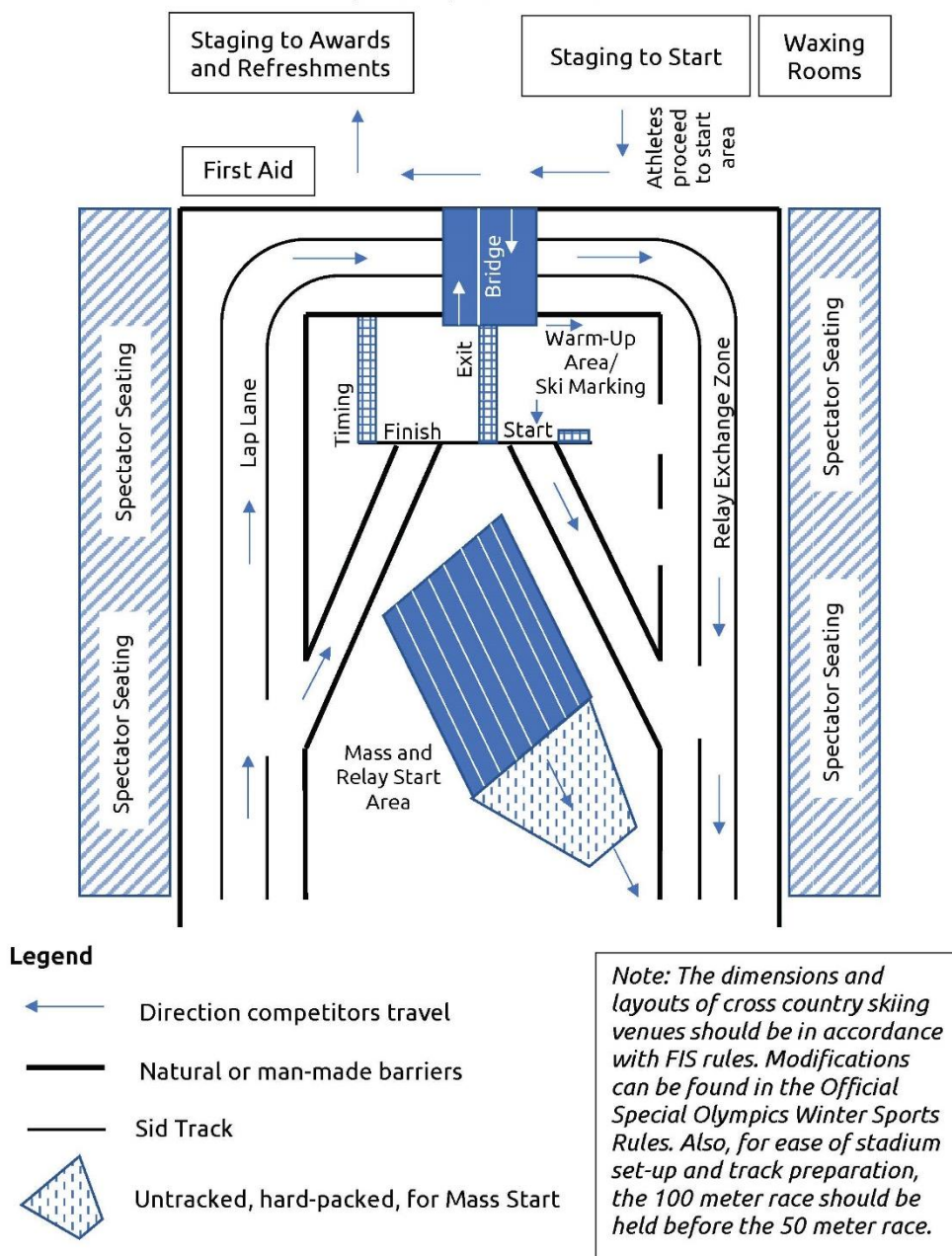


Event Flow at Finish

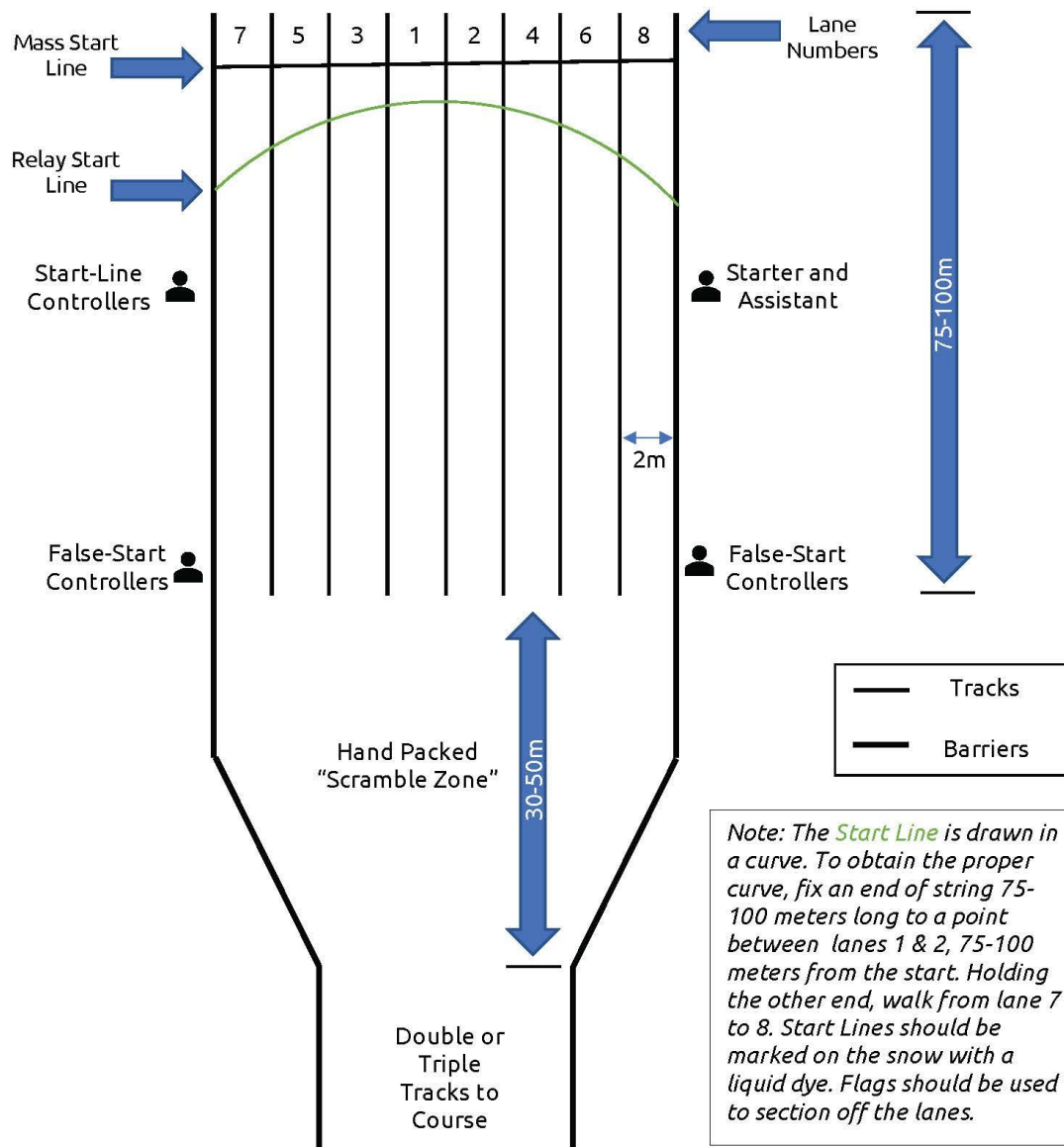
- Once each athlete has finished the race, the skiers name and time should be announced.
- Each coach should meet his/her athlete and assist with warm-up clothing. The coach must ensure that the athlete is given plenty of water to drink and had changed into warm-up suits or dry clothing.

Venue Maps

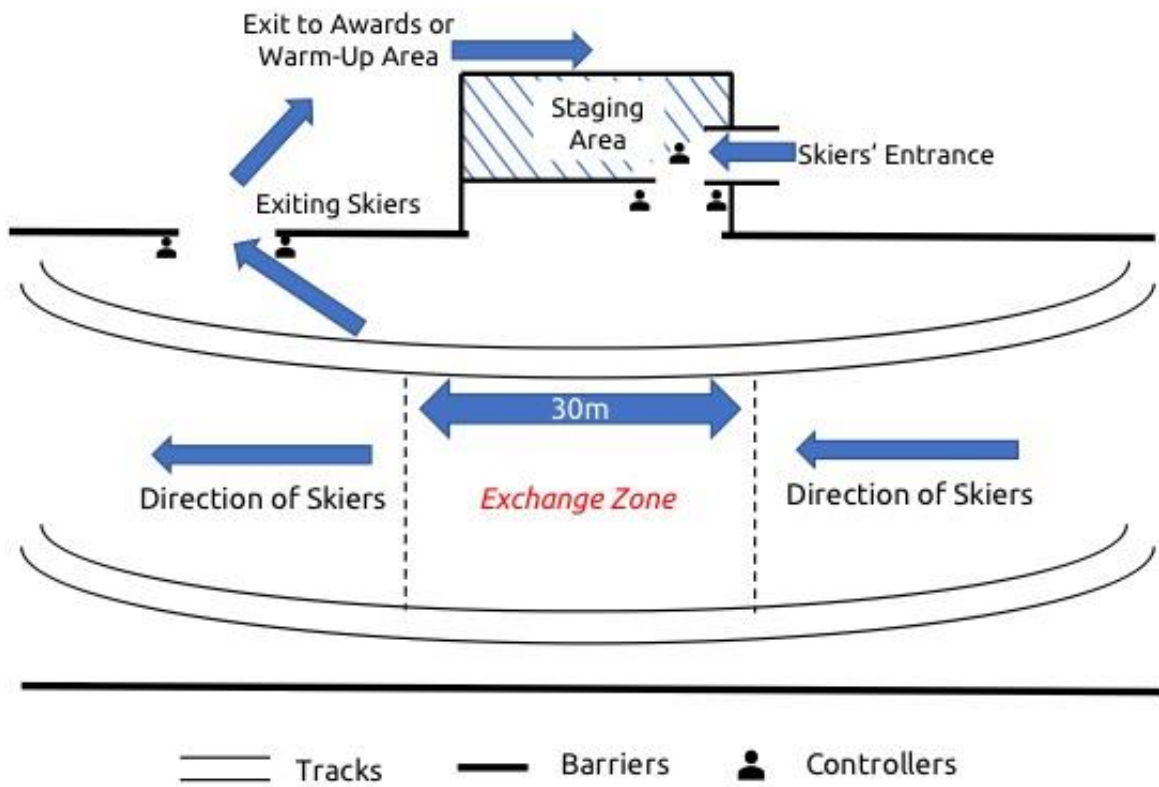
Sample Competition Stadium



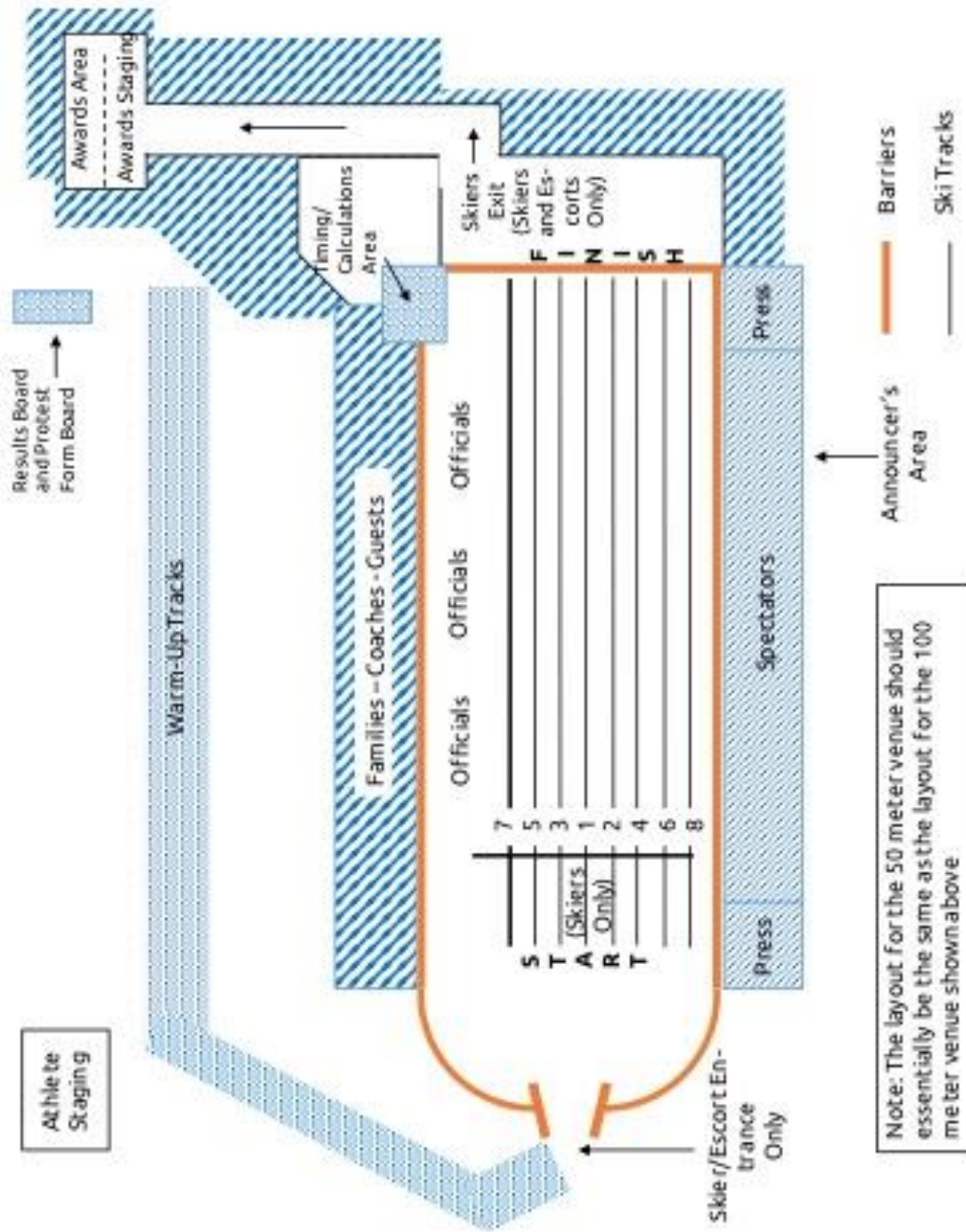
Mass & Relay Starts



Relay Exchange Zone



100 Meter Venue



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: volunteer forms and name tags
- c. 10 to set up course and marshalling area: arrange seating for marshalling area and set up signs.

3. Competition Volunteers Arrival

8:15 a.m.

- a. Directed to volunteer room to drop of stuff, pick up 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.

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 Race to Begin

9:15 a.m.

- a. (Clerk of Course) to call first 5 heats
- b. (Marshalls) to arrange athletes in their appropriate seats
- c. 12 volunteer timers at finish line (six spare to rotate through at half hour intervals)
- d. (Clerk of course) to call next heats
- e. (Marshalls) to continue to move athletes through the seating system (if athletes 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 timing sheets 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** **5:00 p.m.**
- 14. TEAR DOWN** **5:05 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)
- ☐ Printer paper
- ☐ Ribbons
- ☐ Markers, pens, pencils, clipboards for the timers
- ☐ Chairs/Benches and tables for teams and officials (if not provided by facility)
- ☐ Tables for scorekeepers, registration desk etc. (if not provided by 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 officials
- ☐ Arrange for first aiders to be in attendance
- ☐ First aid supplies (if applicable)
- ☐ Walkie Talkies for first aid station, officials, marshals, controllers, etc.
- ☐ Snowmobile
- ☐ Shovels
- ☐ Rakes
- ☐ Tents
- ☐ Tracksetter
- ☐ Markers
- ☐ Dye for marling start and finish lines
- ☐ Poles
- ☐ Snow fence, caution tape, V-boards
- ☐ Pennant flags
- ☐ Banners (start and finish)
- ☐ Special Olympics Banner
- ☐ Sponsor banner
- ☐ Awards stands
- ☐ Family, Honored Guests and spectator areas
- ☐ Heat sheets
- ☐ Bibs with numbers (disposable paper bibs, or cloth bibs lent by the host club)
- ☐ Electric Timing Equipment
- ☐ Stopwatches (for backup)
- ☐ Public Address System
- ☐ Hand-held radios
- ☐ Screwdrivers, Pliers
- ☐ Rest room facilities

