



**Special  
Olympics**  
Ontario

**McLAUGHLIN**  
**ATHLETICS**

# 2019-2020 Hosting Package

**Special Olympics**  
Ontario



 **School Programs**

## **Thank you for agreeing to host one of Special Olympics Ontario's School Championships Qualifiers.**

***Your contribution to the lives of local students with Intellectual Disabilities is very much appreciated.***

Although you've already been in contact with one of our School and Youth team members about some of the details of the day, this document outlines more of the specifics of how the event will unfold, and some items to prepare ahead of time.

### **An itinerary for the day would look something like this:**

<b>8:00am</b>	SOO Staff member arrives
<b>9:00am</b>	Volunteers arrive to help set up and assign roles
<b>9:30am-10:00am-</b>	Athletes arrive/Welcome Line
<b>10:00am</b>	Coaches meeting
<b>10:15am</b>	Opening ceremonies
<b>10:30am</b>	Competition begins
<b>11:45am-12:15pm</b>	Lunch break
<b>12:15pm</b>	Competition resumes
<b>1:30pm</b>	Competition ends and athletes depart
<b>1:30pm-2:00pm</b>	Clean-up of facility

### **The competition schedule would be as follows:**

Timeslot 1	10:30am to 10:55pm
Timeslot 2	10:55am to 11:20am
Timeslot 3	11:20am to 11:45am
Timeslot 4	11:45am to 12:15pm (Lunch break)
Timeslot 5	12:15pm to 12:40pm
Timeslot 6	12:40pm to 1:05pm
Timeslot 7	1:05pm to 1:30pm

### **Please let us know the following:**

- How much space is available to use on the day of the event? eg. Double Gym, square footage
- Which entrance should the schools use when they arrive? We will pass this information to the other educators and bus drivers
- Does your school have accessible washrooms for students with mobility issues to use?
- Where can the students from other schools put their jackets, boots and backpacks?
- Is there space for the students from other schools to eat lunch?
- Is there a spot for students and teachers from other schools to sit between games?
- Have any maintenance issues arisen before the event that would affect scheduling and or accessibility? eg. plumbing issue, construction outside

*SOO staff will bring all necessary sports equipment – unless otherwise discussed ahead of time - and information packages to hand out to schools. Please ensure that there is a registration desk with chairs near the gym/field that will be in use.*

### **Officials**

We try to book local trained officials for our Basketball and Soccer qualifiers. The work day for them would be 3.5 hours (10:15am to 1:45pm) and would involve 6 games of 25 minutes each, or 7 games in larger qualifiers. We have technical packages that we will share with them ahead of time, so they can familiarize themselves with our rules; and we can provide them to you as well. Students familiar with the sport can also stand in as referees.

### **Medical Staff**

Special Olympics Ontario endeavors to have medical staff on site to attend swiftly to any issues that arise during the day. We currently have a partnership with SportSide Medical to provide trained and certified medical personnel at our staffed events. Special Olympics Ontario will book these professionals, and pay their compensation.



## Law Enforcement

Ontario's Law Enforcement are huge supporters of Special Olympics programs. We always invite local Law Enforcement to come to our events, to welcome athletes as they arrive, and say a few words of support during the Opening Ceremonies. Special Olympics Ontario will communicate the time and location to local Law Enforcement.

## Volunteers

We typically ask host schools to recruit about 20 high energy student volunteers. If students are not available, the volunteers could be teachers, parents, or community members. Most of the time, volunteers are a Leadership Class from the host school.

The volunteers should arrive at the site at 9:00am for orientation, wear comfortable clothing, and be prepared to stay until about 2:00pm. Knowledge of the sport isn't a necessity (although it helps); a positive and supportive attitude, as well as willingness to help are the most important qualities.

Volunteers should bring their own lunch, snack, and water bottle. Each volunteer will receive a SOO Volunteer T-Shirt to wear at the event (and is theirs to keep).

*Some volunteer jobs could be: registration desk, photographer, referee, scorekeeper, timekeeper, team ambassador or MVP scout – someone who observes as much of the day as possible, and makes recommendations for the event's Most Valuable Player.*

## Opening Ceremonies

Before the competition starts, we have everyone come together, and we kick off the day in style! During the ceremony, we welcome all the schools individually, and try to pump up the crowd. We also thank the host school, volunteers, referees/officials, Law Enforcement representatives, and medical staff for their contributions. We finish off with the Special Olympics Athlete's Oath, occasionally some host schools will ask that we sing O Canada as a group, and then we jump into the games!

## Coaches Meeting

Before the ceremonies, the on-site SOO staff member will gather all of the coaches together to go over a few key points:

- Ensure that all coaches know where and when their games are. We ask the teams be ready a few minutes before their games, so the day can run on time.
- Ask if there are any questions about the rules or how the day will go
- Introduce the medical personnel, inform teachers to seek them out if needed
- Explain the time and location for lunch break; in larger qualifiers without a scheduled lunch break, tell them to pick a time between their games to eat.
- Make sure the coaches know that after their game ends, they should have their students high-five their opponents, and they should check in with the official scorer to confirm the final score is accurate, and sign off on the results.
- Remind teachers that participation ribbons for their athletes are in their welcome package.
- Remind teachers with students designated as “No Photo” must display their stickers on the front of their jersey.

## Extras

Some other things that schools have done in the past that you could consider are:

- Make signs or banners to welcome the other schools. This makes your guests feel comfortable, shows school spirit and makes the event seem larger in scale.
- Arrange for the school mascot, school band, cheerleaders or just a mob of students in the lobby for when other schools arrive. It makes for an electric atmosphere when the students arrive to a party!
- Have a DJ or soundtrack playing in the background during the games. We can also provide the soundtrack, but if you have a student in your school who loves to entertain, this could be the job for them.
- Have an SO student-athlete ready to recite the athlete’s oath during the Opening Ceremonies. This would be a great opportunity for one of your athletes to show off their school pride!
- Occasionally a school will set up a snack stand to raise money for their extra-curricular activities or sports programs. This ends up being a popular feature at some events, and a good money maker for the school.