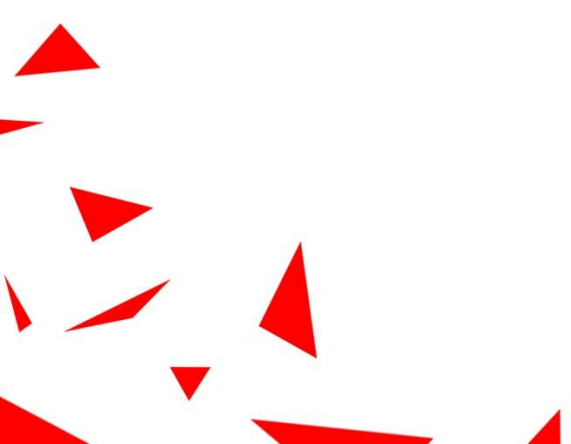




Special  
Olympics  
Ontario

MCLAUGHLIN  
ATHLETICS

# 2019-2020 School Managed Events



Special Olympics  
Ontario



 School Programs

## **Thank you for showing interest in hosting one of Special Olympics Ontario's School Championships Qualifiers.**

Your contribution to the lives of local students with Intellectual Disabilities is very appreciated. Please read all of the information below, to learn all that is involved in running an SOO Qualifier.

SOO's School and Youth team will help you reach out to local schools, collect registrations, and create the schedule for the day's events. We will also be "on call" at the Toronto office, to provide support via phone or email on the day of the event.

### **Event Details**

**An itinerary for the day should look something like this:**

<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

**A typical competition schedule would be as follows:**

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

## In order to be a recognized qualifier, an event must meet the following criteria:

- 1** You must register the event with Special Olympics Ontario through the following link: <https://www1.specialolympicsontario.com/schools/request-to-host/>
- 2** The event's date and location must be approved by SOO's School and Youth team prior to the event. Each specific sport has its own timeframe during the school year, after which all qualifying decisions are made. All qualifiers of a sport must be completed before the qualifying date.
- 3** The event must be open to all schools, both Catholic and Public boards.
- 4** There must be at least two schools present at the event, with a minimum of three teams between them.
- 5** You must update us on all teams' roster changes, and submit accurate game scores using the template we will provide you with in a Final Report package.

If you can meet all 5 of these criteria, then your qualifier will be considered "sanctioned", and can count towards advancement for Provincial School Championships.

## What to Communicate with Other Schools

- Which entrance should the schools use when they arrive?
- 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

## **Details to Consider**

In order for your school to run their own qualifier, they will be responsible for making sure all equipment is ready for use on the morning of the event. SOO will send handouts to distribute to other schools in attendance.

Please have your volunteers and any Law Enforcement officers in attendance ready to greet the arriving schools in a high-five/welcome line as they enter the school.

Please ensure that there is a registration desk with chairs near the gym/field that will be in use.

## **Officials**

As the host school of an SOO event, it is your responsibility to book the appropriate number of officials (basketball and soccer only) for your qualifier. We can provide links for assignors in the area, but contacting and managing them will be the responsibility of the host school.

An official's work day 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 can share with them ahead of time so they can familiarize themselves with our rules, and we can provide them for you as well.

Students familiar with the sport can also stand in as referees. Please have the referees/officials submit their invoices to Special Olympics Ontario.

## **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 events. Once your event is registered with SOO, we will let SportSide know of the time and location.

## **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 to say a few words of support during the Opening Ceremonies. Once your

event is registered with SOO, we will let local law Enforcement know of the time and location.

## **Volunteers**

We typically ask host schools to provide about twenty high energy student volunteers. If students are not available, the volunteers could be teachers, parents or community members. Most of the time, the volunteers come from a Leadership Class at 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), but a positive and supportive attitude, and a willingness to help are the most important qualities. Each volunteer will receive a SOO volunteer 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.*

## **Coaches Meeting**

Before the ceremonies, please gather all the coaches together to go over key points:

- Ensure that all coaches know where and when their games are. Ask the teachers to be ready a few minutes before their games, so the schedule can run on time.
- Ask if there are any questions about the rules or how the day will go
- Introduce the medical personnel, and tell 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 their lunch.
- Make sure the coaches know that after their game ends: they should have their students high-five and congratulate their opponents, 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.

## Opening Ceremonies

Before the competition starts, we like to have everyone come together, and we kick off the day in style!

Please assign someone to speak at opening ceremonies and welcome all in attendance.

During the ceremony, we welcome all the schools individually, and try to pump up the crowd. We also thank the volunteers, referees/officials, Law Enforcement representatives, and medical staff for their contributions. Host schools can also decide if they would like to sing the national anthem as a group. Before we jump into the games, we finish off with the *Special Olympics Athlete's Oath*:

**Let me win. But if I cannot win, let me be brave in the attempt.**

## 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 in the background during the games. 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.

## Results

Once the event is over, please remember to pass on results to SOO so that successful teams can be considered for qualification to the annual School Championships.

- Updated rosters: things often come up that are out of a teacher's control. New students decide they want to play, students get sick or just don't want to participate anymore. That's fine, last-minute changes happen all of the time. However, it is important that SOO gets a list of who actually participated on each team in the qualifier, so we know who is eligible to advance.
- Game Scores: Win-Loss records and Point Differential are important criteria in determining which teams qualify for the next level. SOO takes info from each game into consideration when advancing teams to the School Championships. Please ensure accurate scores are noted for each game on the template provided, so we can tally the results properly.