

Contingency Planning for School Events

Process for when something goes wrong at an event:

Unstaffed event:

1. Volunteer/Host Virtual Meeting – Schools can be advised by staff on a virtual meeting on how to prepare and host an event as well as answer any questions) – To mitigate any optional problems.
2. Refer to your unstaffed event handout with information on how to host.
3. Consult another head educator for one of our active and long-term participants.
4. Contact your SOO staff representative by phone (staff will be on call during the course of your event to provide support.
5. If your contact is unreachable, contact the school programs manager via cell for assistance (905-466-4607)

Below is a list of possible issues that may arise during an event and solutions.

Before An Event

- 1) Scheduling Challenges (Team pulls out, school transportation affects their coming and going, team registers or changes teams late, a team is playing at the same time twice, a team is playing only 2 games, or a team is missing from the schedule complete)
 - The school team will handle all changes to the schedule ahead of the event. An updated schedule will be provided to you as the host first, then to the rest of the teams.
 - In some cases, depending on the timing of the changes, hosts may be required to re-print the updated schedule.
- 2) Official Issues (Unable to secure or confirm officials for an event)
 - In the event the OBA cannot provide officials, host schools may be asked to provide volunteer student officials if other alternative options fail.
- 3) Shipping Error (equipment not going to be delivered on time, damaged shipment)
 - Contact your SOO representative immediately so that we can resolve the issue.
 - We first look to local or host schools to address equipment problems.
 - If necessary, the equipment will be purchased or delivered by staff
- 4) Not enough teams registered to run the event.
 - In this case, the event will be rescheduled, and our team will work to drum up more interest. The event will be cancelled if not enough schools are interested (3 schools total, including the host).

FAQS

- a) What if a team has extra players?

- Typically, SOO has allowed this, and common practice is to let teams participate, but they must be informed that only the original maximum number of players can attend if they qualify for school championships.
- b) Does a school want to participate without safety equipment?
 - This is not allowed under any circumstances; the only option is to have other schools or the host school share equipment.
- c) A teacher wants to submit their payment at the event.
 - Teams will be asked to mail their cheques to our office. If they bring a payment to the event, the payment can be included in the return shipping container. Note: We do not accept payment methods other than cheque and cash.
- d) School Championship Qualification?
 - At every qualifier a school has a chance to qualify for the school championships. Teams will only be notified if they qualify at the conclusion of each sports season. Schools can be directed to the qualification process outline on our secondary educator resources page if they wish to learn more.

Day Off During an Event

- 1) Snow Day/Cancellation (due to weather or other unforeseen circumstances)
 - Please notify SOO, and SOO will work to reschedule the date and will notify all affected parties and teams.
- 2) Registration challenge (team changes, missing students, added students)
 - All of this is part of any event.
 - Note and accept any changes, absences or adjustments to the roster and note them on the registration form.
- 3) Officials Do Not Show Up
 - Report this to SOO immediately and ask for them to look for other contacts to attend and follow up with the missing ones.
 - Have a student volunteer officiate (ideally ones familiar with the sport and give them a quick rundown of the key rules)
 - If necessary, a coach can officiate (ideally games their team is not playing in of objectivity)
- 4) Missing Medical Personnel
 - Go ahead with the event and report this issue to SOO
 - Any minor medical issues that arise can be dealt with available school supplies and teacher expertise; for serious injuries, athletes can be referred to see a medical professional assistance
- 5) Teams Showing Up Late
 - Contact their head teacher by phone if they have not arrived by 9:50 am
 - If they do not make it in time for their first game, adjust the schedule accordingly to accommodate them
- 6) Teams Leaving Early
 - Teams are asked to indicate this prior to the event. If a team needs to leave early in consultation with affected coaches/teams, re-work the schedule to accommodate.

- i. If accommodation is not possible, then that team will forfeit their game
 - ii. Try to find volunteers or another team to still play so the other team still has a game.
- 7) Teams Not Showing Up
 - If a team does not show up and informs you they will not be attending on that day, re-work the schedule where possible to fill in that team's games.
 - If not possible, it will be a forfeit for the absent team, and volunteers can fill in that game.
- 8) The event is running late
 - Halftimes can be cut out to catch up on time.
 - Lunch can be shortened or removed from the schedule, and teams can eat while they are not playing.
 - Games can be shortened to 15 minutes straight where needed.
- 9) Missing Equipment/Equipment Breaks
 - If equipment is broken or missing, use whatever resources the school has available (use adaptive equipment) and reach out to visiting schools to see if they can provide any support.
 - If necessary, adjust the schedule to account for equipment issues. SOO can support here if required.
- 10) A team shows up without the proper safety equipment.
 - The team cannot participate without this equipment under any circumstances.
 - The host school and other participating schools can be asked to share equipment.
- 11) LETR (representatives not showing up)
 - Follow up with SOO to figure out what happened and go ahead with the event, removing them from the opening ceremonies.
- 12) Scheduling Issue
 - If there is an unknown issue with the schedule, adjust it in real time, and then make the same notations on all the schedules that are to be given out or have already been handed out, announce the changes, and announce each game.
- 13) Unified Application Problems (teams not following the principle of meaningful involvement, not following the dominance rule for unified players, wrong complete stream or coaches not following/understating the rules)
 - Review the unified rules and best practices in the coaches' meeting to begin the event by going over the key principles of player dominance and meaningful involvement and establish that yes, unified partners can score but are not allowed to dominate and clarify the supportive division is for partners that take a more facilitator role and the competitive division is where partners compete equally alongside their teammates.
 - If a coach/team is not following these protocols, please address this issue with them once their game has concluded or at halftime
 - Note that each coach is responsible for enforcing the proper application of unified sports.

14) Rule Discrepancy

- Please refer to the technical package to resolve any rules-related arguments or issues. If additional clarification is needed, please contact your SOO representative.

15) Behavioral Issues or problems from an athlete, coach/teacher/official/spectator/volunteer

- Any issues related to misconduct, unsportsmanlike conduct or disruptive behaviour can be addressed by referring to disciplinary actions in the [school program's code of conduct](#). As host, you are not asked to make these decisions; you only enforce them. Contact your SOO rep immediately, and they will guide you on further action.

After An Event

- 1) Ensure that Special Olympics Ontario has accurate scores.
- 2) Ensure to schedule a pickup for all equipment that was sent as soon as possible so it can be used for the following events (including any funds brought to the event)
- 3) Let us know how it went and how we can best support you in the future.



