



SOO UCS Hosting Checklist

Before the Event

- Secure 15+ volunteers (who can be present for the whole event)
- Educate your volunteers on what Special Olympics is
- Arrange Lunch/Area for teams to congregate
- Prepare equipment
- Check your email regarding the event details
- Read the technical package
- Go through the technical package with volunteers
- Volunteers know the rules of the sport
- Host a demo game for volunteers/officials to get familiar
- Assign roles to volunteers
- Remind volunteers there may not be a lunch break on schedule

Day of the Event

- Signage for court/field
- Set up scoring & registration tables
- Set up team benches
- Registration check-in
- Opening Ceremonies
- Coaches meeting
- Check in on everyone & collect scores
- Keep the games on schedule by ensuring teams are on their correct courts
- Take a group volunteer photo
- If possible, play music

After the Event

- Take photos of the score and email them to SOO as soon as possible
- Ship items back to SOO head office
- Upload photos to our photo [drive](#).

Special Olympics Ontario

65 Overlea Boulevard, Suite 200, Toronto, ON, M4H 1P1

Tel 416-447-8326 / 1-888-333-5515 Fax 416-447-6336

Web www1.specialolympicsontario.com/schools

Facebook/Instagram/X @SOOSchoolChamps

Registered Charitable Number - 11906 8435 RR0001

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.