



## Staffed Events

### Schedule

- 9:00 am – Volunteers arrive, help with set up and assigned roles
- 9:30 -10:00 am – Athletes arrive & team registration
- 10:05 am – Opening ceremonies
- 10:15 am -Coaches Meeting
- 10:30 am – Competition begins
- 11:45 -12:10 pm – Lunch (if schedule allows)
- 1:30 pm – Competition ends and athletes depart
- 1:30 pm - 2:00 pm – Clean up facility

Note: Some flexibility can be afforded to work in accordance with different school board schedules.

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

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

### Equipment

In terms of running the event, we will bring the following items to and from your school on the day of the event:

- Sport equipment (soccer ball/basketball/bocce/floor hockey)
- Volunteer shirts
- Copy of schedule
- Clipboards with a score sheet for scorekeeping
- Scoreboards
- Pens
- No photo stickers
- Pinnies
- A hard copy of the registration & technical package

#### 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](http://www1.specialolympicsontario.com/schools)

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- Registration packages for each school will include:
  - A technical package
  - Schedule
  - Ribbon for each athlete
  - A script for opening ceremonies

## Volunteers

We typically ask host schools to recruit about 10-20 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 by 9:00 am for orientation, wear comfortable clothing, and be prepared to stay until about 2:00 pm. Knowledge of the sport isn't a necessity (although it helps); a positive and supportive attitude, as well as the willingness to help, are the most important qualities.

Volunteers should bring their own lunch, snacks, and water bottles. Each volunteer will receive a SOO volunteer t-shirt to wear at the event (and is theirs to keep).

Roles for volunteers:

- Registration table
- Scorekeeper
- Timekeeper
- Referee (bocce & floor hockey only)
- Team ambassador
- Photos/Music

## Set-Up

We suggest volunteers begin setting up at 9:00 am, ensuring that playing surfaces are ready to go and labelled (court/field 1, 2, 3, etc.). Each court/field should have the following:

- A table
- A scoreboard
- A clipboard with the scoresheet
- Pen to record scores
- Stopwatch (phones can also be used)
- Team benches
- Ball/bocce set/hockey puck

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## Registration

Set up a registration table near the court/field entrance and assign volunteer(s) to give out team registration packages and no photo stickers to schools that request them. Volunteers are to have the coach go through their roster and mark down any athlete absences/changes on the registration sheet.

## Referees

Referees will be provided for Soccer by the Ontario Soccer Association and for Basketball by the Ontario Basketball Association). Compensation for all officials will be taken care of by SOO. Volunteers will be required to referee our Bocce and Floor Hockey qualifiers. Proper training and resources will be provided by SOO staff prior to the event. At times we have had some reliability issues with officials, so we also suggest having volunteers prepared to ref just in case.

## Medical

Special Olympics Ontario endeavours 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 qualifier events. Special Olympics Ontario will book these professionals and pay their compensation. They will provide help with everything injury-wise from cuts to a rolled ankle. We suggest having someone out front to show both referees and medical staff where the gym is located.

## Law Enforcement (LETR)

Ontario's Law Enforcement are huge supporters of Special Olympics and a key force in our ability to offer 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 with each school board to confirm whether Law Enforcement may attend.

## Opening Ceremony & Coaches Meeting

We usually host the opening ceremony and coaches meeting. We start with welcoming everyone, thank all the important parties (medical, volunteers, LETR, referees), do a quick roll call and a cheer from the teams, re-iterate the location of washrooms,

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location of each court/field (i.e., court 1,2,3), what time lunch is and its location. We close off with an athlete from the host school reciting the athlete's oath.

The coaches meeting is to answer any questions coaches may have and go over a few key reminders. This includes a schedule review, going over key venue locations (medical, washrooms, water station), lunch arrangements, safety requires and so on.

### **Payment**

We ask schools to mail their cheque to our office (65 Overlea Blvd Suite 200, Toronto, ON M4H 1P1). However, if a school brings a cheque to the qualifier, we will accept the payment.

### **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 at 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.

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